



*Join a team shaping the future of a Caribbean paradise*

## *Director of Human Resources*

### **About the Role**

- We are looking for a dynamic leader who is truly passionate about all aspects of human resources operations, and who has a strategic vision, and an exceptional ability to drive results for both employees and the brand, to communicate effectively, and to inspire others at Canouan Estate Resort & Villas.

### **Performance Metrics:**

- Lead and oversee the day-to-day operations of the Human Resources Department and collaborate with senior leadership on the implementation of the human resources strategy
- Play an integral role in the Executive Committee, with a particular emphasis on coaching, support, employee relations, and overseeing all aspects of administration and reporting
- Empower and assist departmental Leaders and Senior Managers with the development of specific action plans to address issues and concerns identified in employee feedback
- Oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leaves; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Collaborate on the development of annual HR budget and manage day-to-day expenses, month-end reporting, and forecasting of HR accounts
- Oversee and manage all recruitment in accordance with company policies and procedures
- Monitor and ensure the organization's compliance with local employment laws and regulations
- Ensure seamless implementation of HRMS platform with systematic roll out.

### **Preferred Qualifications and Skills:**

- Master's Degree in Human Resources Management
- Minimum of 5 years of HR Leadership position experience
- Extensive knowledge of all aspects of HR operations in hospitality
- Remote Island Working Experience
- Good budgeting and forecasting ability, with business acumen

*Join us in crafting a world-class experience*

*Apply today !*



CANOUAN  
ESTATE RESORT & VILLAS

[recruitment@canouan.com](mailto:recruitment@canouan.com)

<https://canouanestateresortandvillas.com>



THE LEADING HOTELS  
OF THE WORLD®