

The PKF hospitality group is the internationally recognised market leader in hospitality consulting for almost 100 years. We provide a full range of consulting and other services for the hotel, living, tourism & leisure sectors. Our clients include international hotel groups and operators as well as project developers and investors, to whom we offer a complete portfolio of consulting services, from feasibility studies and operator searches to transaction consulting, project development, asset management and tourism master plans.

To grow our global Human Resources team, we are looking for a fulltime

## Human Resources Coordinator

working in one of our European offices (preferably Zagreb), starting **January 2024**.

### Your Tasks

- assisting with the overall recruiting process, taking on responsibility for certain tasks or projects
- conducting and assisting with new hire orientation
- answering frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.
- active participation in introducing a new human resource management system (HRMS)
- maintaining accurate and up-to-date human resource files, records, and documentation in an integer and confidential fashion
- performing periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately
- planning, scheduling and executing trainings and other employee events
- providing clerical support to the HR department and performing other duties as assigned

### Your Profile

- on-the-job work experience (preferably related office experience)
- strong organisational skills, reliable and diligent, with extreme attention to detail
- open minded, team-oriented, flexible, and able to work independently and under pressure
- excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- highly proficient verbal and written English language skills is a must, knowledge of other languages is an advantage
- proficient in Microsoft Office (Word, Excel, PowerPoint), ability to quickly learn new applications
- global perspective and ability to travel

### Our Offer

- be part of the leading hospitality consulting firm
- diversified work in an interesting, global environment
- friendly and team-oriented working atmosphere with flat hierarchies
- diverse and multinational team, working together across borders
- professional development and further training
- adequate remuneration

We believe that diversity makes us a stronger firm and look to employ people with different backgrounds, ideas, styles and skillsets.

If you are interested in joining the leading hospitality consulting firm, please submit your application (CV + cover letter) to [recruiting@pkfhospitality.com](mailto:recruiting@pkfhospitality.com).