

PETER & PAUL



NEW ORLEANS

HUMAN RESOURCES MANAGER/DIRECTOR

The team at Hotel Peter & Paul in New Orleans is actively seeking candidates for the position of Human Resources Manager/Director for immediate hire. This person will be responsible for all human resources at the hotel and will report to the hotel's GM.

Hotel Peter & Paul is:

- a 71-room hotel in a former Catholic school, rectory, church and convent nestled in the residential Marigny neighborhood, just downriver from the French Quarter. Former parishioners and our residential neighbors are still part of the local fabric.
- The Elysian Bar, our restaurant / bar / coffeeshop, created in partnership with the team behind Bacchanal. *Bon Appetit* magazine named it one of the top 10 new restaurants in the country in 2019.
- An 1861 church building, used for private and public events, from yoga to weddings.
- Sundae Best, an ice-creamery in the convent
- A small but mighty team (22 people) that prizes collegial relationships, exceptional service, and continuous improvement. Since covid, our staff has shrunk from 30 to 10, but we expect to spend 2021 and 2022 slowly rebuilding to full strength.

JOB DUTIES

- **RECRUITMENT, STAFF MANAGEMENT AND WORKPLACE CULTURE**
 - Develop policies and procedures to ensure a fair and equitable workplace as well as foster professionalism and exceptional service
 - Recruit and hire outstanding new staff members as needed
 - Onboard new hires and oversee employee orientation
 - Generate weekly employee schedule in a thoughtful and fair manner, including PTO requests
 - Manage employee relations, investigate employee claims, and work with General Manager to take necessary actions
 - Monitor and engage in discipline and termination processes, including exit interviews
 - Serve as point of contact for hotel employees' HR-related questions and concerns
 - Conduct regular performance appraisals
 - Focus on employee retention and positive workplace culture
 - Solicit employee feedback, adopt an "open door policy" and review employee satisfaction results to identify and address employee problems or concerns
 - Enthusiastically foster improvements to the employee experience (whether relating to operations, cross-department collaboration, employee benefits, racial equity, company culture, education, individual growth or other ways to take the hotel from good to great)
- **ADMINISTRATIVE**



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- Manage all components of payroll administration
- Manage the development and administration of employee benefits
- Respond to workers' compensation claims and oversee the administration of unemployment insurance
- Develop and design training programs for any HR-related subjects (i.e. sexual harassment)
- Maintain all employee records
- Ensure local compliance with state and city laws and ASH corporate HR policies and practices
- Maintain up-to-date employee handbooks
- Perform occasional manager-on-duty shifts, which may occur on weekends
- Distribute and track staff uniforms

PREFERRED SKILLS & TRAITS

- Extraordinary attention to detail
- Proven ability to meet deadlines
- Exceptional follow-up ability (never lets things fall through the cracks)
- Experience in employee relations and recruiting
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Supervisory and leadership skills
- Hands-on, creative, solution-oriented, mission-driven, team player
- Ability to effectively resolve conflicts between employees and managers and employees in a fair and direct manner
- Covid vaccination required for employment

COMPENSATION DETAILS:

- \$52,000 annual salary, paid weekly
- Health insurance, dental insurance, vision insurance, 75% employer-paid
- Paid time off, paid sick leave, paid time off to vote, 1.5x paid holidays
- 50% food & beverage discount and discounted hotel rooms
- Opportunity for growth within Hotel Peter & Paul and parent company [ASH NYC](#).

CONTACT US:

Email us your résumé and customized cover letter to accounting@hotelpeterandpaul.com with YOUR NAME – HR APPLICATION in the subject line. In your letter, please offer an example of superlative hospitality you've encountered and give an example of a complex logistical problem you skillfully solved. Please also send screenshots of the Indeed Assessments for "Attention to Detail" and "Following Directions." We look forward to learning about you!

