

# HR Manager

**Position:** 6 Month Maternity Cover, Full time, February 2023 start  
**Reporting to:** Operations Director  
**Location:** London (SW18) with regular overseas travel to France  
**Salary:** £25-£30k per annum (depending on experience)

VIP SKI provides around 7,000 outstanding ski holidays a year and operates 40 fabulous properties in five of the leading French ski resorts. To do this is not easy, we are not a brand but a community of people and skiers drawn together around a common love of skiing. This year we welcome around 150 colleagues to join our community overseas. We recruit Chalet Hosts, Drivers, Chefs, Nannies, and the Managers to organise them.

The role of the HR Manager in the first instance is to market the roles, select suitable candidates for interview, run an interview and selection process, build teams and deal with all the corresponding administrative paperwork. During an operational season, the role encompasses providing welfare and administrative support to all the overseas team, managing work rotas and timesheets, submitting all necessary legal paperwork to appropriate authorities and replacing injured or sick colleagues as required. This is a very 'hands on' role and it is probably easier to list which aspects of our overseas team you are not responsible for, and this list is short and sweet; nothing.

An additional but not significant aspect of your role is also to manage the administration of all full-time staff contracts.

## Job description in a little more detail:

### HR

- Responsible for the recruitment and HR administration of all overseas employees
- Updating job descriptions and maintaining the recruitment section of the company website
- Review job applications daily, conduct interviews to recruit approximately 150 seasonal colleagues
- Create & update as required all necessary legal paperwork in UK & France.
- Setting up and maintaining the overseas declaration of employees [SIPSI]
- Being the primary contact for any advice on grievance and disciplinary procedures
- Be the confidential support for all colleagues
- Managing payroll and the issuing of legal documentation such as P45s
- Maintain the company employee database and adherence to all GDPR legislation
- Managing time off, holidays and sick leave
- Organising transportation to/from Europe for new colleagues
- Regularly visit overseas resorts and attend overseas Operations meetings
- Conduct pulse surveys and feedback at regular points of the season

### Training

- Revision, improvement, editing and publishing of Staff Workbooks, Recipe Manuals and all training materials
- Coordination and planning of training courses
- Coordination and management of staff training presentations

- Originate and deliver specific training modules (for example Disciplinary & Grievance Procedure, and Managing My Team)
- Responsible for Company clothing, procurement, stock control and allocation

### **Miscellaneous**

- Assist Operations Director with guest services administration

### **Qualifications and Experience**

- 2+ years Tour Operator management experience
- 2+ years of high-volume recruitment experience
- CIPD Level 5 qualification advantageous
- Working knowledge of current employee law and GDPR compliance

### **Personal Qualities**

- Have a hands-on attitude
- Self-motivated and organised with the ability to multi multi multi task
- Great team player but also with the ability to work independently without supervision
- Confident and assured in delivery when dealing with all types of people
- A love of people, empathetic and selfless
- Absolutely obsessed with detail

### **What we offer**

- Competitive salary
- Winter medical and travel insurance
- Travel expenses when overseas
- A cool job at a great Company

This is a wonderfully engaging and rewarding opportunity in a growing and fun-loving Company but requires absolute commitment and obsessive attention to detail. Do not apply if these to qualities cause you any alarm.

### **Interested ?**

If this opportunity is of interest, please apply by emailing [ella.nowell@vip-chalets.com](mailto:ella.nowell@vip-chalets.com) attaching your CV and covering letter clearly stating the date you would be available for employment.