

INTERNAL RECRUITER HEAD OFFICE | CAPE TOWN

SCOPE & GENERAL PURPOSE

The Internal Recruiter will be responsible for the sourcing, recruiting and successful positioning of all staff within for The Royal Portfolio Group.

MAIN DUTIES & RESPONSIBILITIES

- Assist Group Human Resources Manager with general ad hoc duties.
- Resourcing
- Succession Planning
- Advertise
- Screening and Shortlisting of Candidates
- Interviews
- Monitor Labour turnover
- Improving recruitment systems and procedures
- Admin and record keeping of recruitment within the Group



THE ROYAL PORTFOLIO

At the Royal Portfolio we are passionate about our guest experience. In order to achieve our Purpose, we seek to employ exceptional individuals whose personalities reflect our Purpose & Values

PURPOSE & VALUES

To give our guests a complete experience and a perfect stay

GUESTS

To be welcoming, genuine and warm
To provide value and superior, personalised service
To create an environment of relaxation and enjoyment

STAFF

To have a culture of mutual respect, trust and integrity
To recognise, reward and uplift
To have passionate and expert staff

COMPANY

To be financially sustainable
To uplift local communities
To promote conservation and protect the environment

ABOUT THE ROYAL PORTFOLIO

The Royal Portfolio is a collection of luxury hotels in iconic South African destinations including Royal Malewane in the Greater Kruger National Park, Birkenhead House in the whale watching paradise of Hermanus, La Residence in Franschhoek and The Silo Hotel in a converted grain silo in Cape Town's V&A Waterfront.

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REQUIREMENTS & QUALIFICATIONS

- HR / Industrial Psychology qualification
- Minimum of 5 years recruiting experience (Essential)
- APSO accredited (advantageous)
- An understanding of recruitment methodologies and strategies
- Psychometric testing (advantageous)
- Experienced in writing good ads (Essential)
- Experienced in hospitality placements (Essential)
- On-boarding experience
- Strong profiling experience

The ideal candidate for the Internal Recruiter position is one who can be dedicated, a leader and a team player. **Someone who will live the Purpose and Values of the Company and buy into our culture.**

WWW.THEROYALPORTFOLIO.COM



It is important that the candidate is able to work as part of a team and is a good cultural fit for The Royal Portfolio.

South African citizenship is advantageous. A valid work permit is essential if you are not in possession of a South African ID document.

CONNECT



To apply for this position please send your CV and a one page covering letter to:
careers@theroyalportfolio.com