Assistant Director, Talent & Culture

A fixture in the heart of Silicon Valley since 1987, The Fairmont San Jose delivers an irresistible blend of innovation and elegance. With the meteoric growth of the computer industry, Silicon Valley has become one of the world’s busiest hubs, and the capital of this high-tech mecca is San Jose. The Fairmont San Jose hotel combines technological innovation with timeless elegance.

At Fairmont Hotels & Resorts, we offer our Colleagues and Leaders exciting career paths and engaging work environments in hotels of unrivalled presence. Showcase your team-building, organizational and interpersonal strengths as Assistant Director, Talent & Culture, where your support will facilitate extraordinary careers and lasting memoires for your Talent & Culture and hotel teams.

Summary of Responsibilities:

Reporting to the Director, Talent & Culture, responsibilities and essential job functions include but are not limited to the following:

- Consistently offer professional, friendly and engaging service
- Lead and Oversee the day-to-day operation of the Human Resources Department as well as play a critical role in assisting in the talent & culture strategy.
- Assist in assessing organizational needs, developing aligned human resource solutions and implement strategies in the area of employee relations, compensation and benefits, recognition, administration and Colleague wellness.
- Promote positive Colleague relations through an environment that encourages open communication, trust, mutual respect and fun
- Assist Departmental Leaders with the development of specific action plans to address issues and concerns identified in Colleague feedback
- Follow departmental policies and procedures
• Follow all safety policies
• Other duties as assigned

3 TO 5 KEY SKILL SETS REQUIRED

Qualifications:

• Previous human resources leadership experience required
• Computer literate in Microsoft Window applications required
• University/College degree in a related discipline preferred
• Excellent interpersonal, communication and organizational skills
• Strong interpersonal and problem solving abilities
• Highly responsible & reliable
• Ability to work cohesively as part of a team
• Ability to focus attention on guest needs, remaining calm and courteous at all times

Applicant must provide proof of eligibility to work in the United States.