

ADMINISTRATOR COORDINATOR

An excellent opportunity exists for a committed, mature and ambitious professional to join the Corinthia Palace Hotel & Spa Team.

The role provides support to the General Manager and the HR Manager in all aspects of their role overseeing the management and areas of operation of the hotel.

Administration

- Provides PA and administration support including proactive diary management, organising and minuting meeting, travel arrangements, drafting and preparing correspondence and communications, maintaining a filing and trace file system, producing presentations and collating reports.
- VIP and guest liaison on behalf of the GM.
- Administer all licencing requirements for the hotel.
- Manages and monitors all charitable requests that come into the GM's office.
- Ensures special requests and reservations via the GM's Office are handled appropriately.
- Coordinate and conduct applicant reference checks.
- Create and maintain new recruits personal files.
- Ensure accurate maintenance of all employee records and files.
- Inform the HR Manager of issues related to employee relations within the property.
- Create and maintain the Human Resources information system.
- Prepare and type reports, statistics and other correspondence under the direction of the HR Manager.
- Create, update, organize, secure, maintain all payroll records and files, in accordance with policies and procedures.
- Assist in handling inquiries and provide information to employees and managers/supervisors on payroll matters, tax issues, benefit plans, and collective bargaining agreement provisions.
- Handle sensitive issues with employees with tact, respect, diplomacy, and confidentiality.
- Ensure all leave applications are processed accurately.
- Assisting in Man power management, rostering and timesheet management.

- Update lists of Corinthia Plus Card & Bupa Health Scheme.
- Issue Birthday Vouchers on a monthly basis as per procedure.
- General Administration Duties.

Payroll

- Provide information to employees on payroll matters, benefit plans and collective agreement provisions in the case of a Union representation.
- Receives relevant documents, such as, rosters and checking of attendance sheets and punch cards, on a weekly basis.
- Verifies records provided from the time recording device and attendance sheets.
- Liaises with HOD for any discrepancies found and corrects errors to ensure accuracy of payroll.
- Advices the respective HR Manager in the case of recurring discrepancies which might lead to payroll errors and financial loss.
- Maintains record of employees' attendance, vacation/sick/maternity/injury leave and overtime.
- Records data pertaining to new recruits, terminated employees as well as transfer of employees between departments & subsidiaries.
- Maintains a vacation leave, special leave and sick leave database.
- Compiles payroll data and presents to HR Manager for authorization and then forwards to Finance for final vetting and payment.
- Assists in the final payroll run to ensure full reconciliation with the Finance Department.
- Reconciles payroll totals and deductions.
- Compiles monthly statistical reports per department.
- Keeps abreast with changes in the employment law in relation to the payroll function.
- Retains an up to date system on the manning structure within the hotel operations.
- Manages CHI Hotels Payroll Administration Programme including all the Policies and Procedures of the programme.

Requirements

- Demonstrate management of a high number of employees on payroll, with knowledge of associated controls and procedures



CORINTHIA

PALACE HOTEL & SPA

MALTA

- Experience with a Payroll system (preferably Shireburn) is required
- Excellent spreadsheet and word processing skills (Microsoft Office)
- Communicate clearly and concisely
- Analytical and have the drive to initiate new ideas or plans
- Strong and confident personality coupled with the ability to work as part of a team
- Extensive knowledge of Payroll processes and practices
- An organized and methodical approach
- A high level of accuracy and attention to detail
- Very good to excellent ability to interpret and report financial information
- Good time management for meeting strict deadlines

To be considered for above role please click 'apply' to be directed to our website to complete the online questionnaire.