



JOB DESCRIPTION

HUMAN RESOURCES MANAGER

LOCATION: Surf and Yoga Retreats in Cascais, Ericeira & Peniche – Portugal

ABOUT OUR COMPANY:

Our company operates vibrant and successful yoga and surf retreats in Portugal. We are a tight family of awesome individuals providing a unique and transformative experience for our guests and we are committed to creating a supportive and inclusive work environment for our team.

PURPOSE OF THE ROLE:

We are looking for an experienced HR Manager to join our team at our yoga and surf retreat in Portugal. This is an exciting opportunity for someone who is passionate about HR and loves working in a dynamic and fast-paced environment. As an HR Manager, you will play a critical role in supporting our team, ensuring that we attract, retain and develop the best talent.

RESPONSIBILITIES:

- Develop and implement HR strategies and policies to support the business objectives
- Oversee all aspects of HR operations, including recruitment, onboarding, training, employee relations, and performance management
- Collaborate with managers and staff to address employee issues and provide guidance and support
- Manage employee relations, ensuring that all employees are treated fairly and equitably
- Oversee the administration of benefits programs, ensuring compliance with local laws and regulations
- Develop and maintain a positive company culture that fosters employee engagement and satisfaction
- Continuously monitor and evaluate HR programs and make recommendations for improvement
- Maintain accurate HR records and ensure that HR data is up-to-date
- Assist staff on legal and financial issues, for example taxation advice but not limited to this

REQUIREMENTS:

- Bachelor's degree in HR, Business Administration or a related field
- Proven experience as an HR Manager, with a minimum of 2 years of experience in the field
- Knowledge of HR laws, regulations and best practices
- Excellent communication and interpersonal skills
- Strong leadership and management skills
- Ability to work independently and as part of a team
- Excellent organizational and problem-solving skills
- Proficiency in Portuguese language is a plus
- Legal right to work in Portugal



STAY SALTY
work@saltypelicanretreats.com
+351 932 560 967
@saltypelicanretreats

WORK HOURS:

The average working hours are 40–45 hours per week during peak periods (May – Sept) and 30–40 hours in off peak periods.

CONTRACT TERM:

This is an initial fixed term 12-month contract starting at the earliest start date in 2023

Note: You must have a valid European driver's license or international permit to travel between all our retreats in Portugal (all within a maximum 1 hour radius). Preferably arrive with your own car or we can provide a car for work trips where required. All work-related travel expenses will be deductible each month.

THIS JOB IS FOR ME BECAUSE I CAN DEMONSTRATE THE FOLLOWING SKILLS

Organised Leader, Problem Solver, Responsible, Flexible, Hard Working, Sociable, Friendly, Hospitable, Punctual, Fun, Team Player, Good Initiative, Perfect Computer Skills and a Good Communicator.

WHAT YOU'LL GET IN RETURN:

As a Salty Pelican employee you will be shown the same hospitality that we give all our team. We love to look after our crew and these are just a few additional benefits you will enjoy working with us:

- > Competitive salary
- > Flexible work schedule
- > Work for a recognisable yoga & surf retreat company who know what it means to have fun and truly love what we do
- > Employee discounts on Salty Pelican stays and services
- > Opportunity to live and work in sunny Portugal near the sea
- > Access to Salty Pelican yoga and wellness programs
- > Social activities extended to all employees including staff events
- > Annual leave

You will be part of a company with a flexible, fun, work hard play hard culture. If you know anyone that has worked for us before you will know this is not just a list of benefits but an experience of a lifetime that is born from the unique and passionate culture we have. We put people first in everything we do, because people like you make The Salty Pelican and life at The Salty Pelican what it is.



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YOUR APPLICATION

DOES THIS JOB SOUND EXACTLY LIKE YOU..... ?

If you have the skills and experience required for this role and reflect the culture and core values at The Salty Pelican, apply now by filling out all the details below and submit your resume and cover letter. We will be in touch shortly after to let you know if you are successful or not.

Apply for this job by sending us:

- A motivation letter stating why you'd like to work for The Salty Pelican & why you are the most suitable candidate for this job (Bonus points given to added video applications !)
- Your CV
- This application form filled out and email it to work@saltypelicanretreats.com

| | |
|--------------|-------------------|
| NAME: | LANGUAGES SPOKEN: |
| NATIONALITY: | TELEPHONE: |
| AGE: | EMAIL: |

Do you have a smartphone with mobile data to enable you to communicate in Portugal? YES / NO

Please note; this is essential for the job, since high levels of communication with the team happen over WhatsApp.

Do you use Social Media Channels to communicate with others? YES / If YES, please specify:

– Facebook URL: _____

– Instagram URL: _____

Due to the amount of applications we receive, please understand that we are unable to respond to each applicant individually. Successful applicants will be contacted by one of our team.

THANK YOU... SALTY PELICAN TEAM