



LANDMARK

HOTEL GROUP

EMPLOYMENT OPPORTUNITY

Job Title: **Corporate Director of People Services and Culture**
Location: Virginia Beach, VA
Company: Landmark Hotel Group

This is a dynamic opportunity to help shape and develop the workforce of a growing 11-hotel management company. This new position requires an outgoing personality with the ability to inspire and lead a team of over 300 individuals. The core purpose of this role is to nurture, develop, and engrain Landmark's unique company culture within each team member. The Director of People Services and Culture, a member of the corporate executive committee, is responsible for our most valuable asset: our people.

Who We Are

Landmark Hotel Group is a leading hospitality company specializing in the management, ownership, and development of fine hotels. Founded in 1983, Landmark has built a reputation for quality hotels, exceptional service, loyal associates, and unwavering integrity. With a current portfolio of 11-hotels and one under development, the company has strong relationships with leading hotel franchisors such as Hilton, Marriott, Intercontinental Hotels Group, Carlson Worldwide and Choice Hotels. Landmark Hotel Group is headquartered in Virginia Beach, VA and employs over 300 hospitality professionals.

Job Responsibilities

- Establish and cultivate the Landmark Culture throughout the organization
- Develop and lead the recruitment and people development programs for each of our hotels
- Develop, maintain, and administer the "New Associate Orientation" program across each hotel
- Maintain and enhance the Associate Handbook and Personnel Policies of the company
- Ensure consistent compliance to all federal, state, and city employment and labor laws
- Develop and maintain enterprise-wide associate engagement program including awards, recognitions, communications, and events
- Manage the response process for external agencies, i.e.: unemployment claims, insurance claims, etc.
- Work with each hotel during annual budget process to develop People & Culture budget
- Conducts wage surveys within relevant labor markets to determine competitive wage rates
- Ensure training initiatives, including service training, are implemented and supported
- Labor/payroll management and benefits administration across each hotel

Job Requirements

- Minimum 3-years of experience at an HR management level preferably in the hospitality industry
- Must possess strong organizational, task-management, leadership, creativity, verbal and written communication and presentation skills
- Proven ability to manage, coach, encourage, and guide associates
- Proven experience & success in developing & presenting training programs
- Bachelor's Degree preferred (relevant field: HR, Business, Hospitality, etc.)
- Must possess strong computer skills to include: Word, Excel, Powerpoint, and Outlook

If interested in this opportunity, please send resume to akhil.jain@landmarkhg.com. Thank you.