HR and Recruitment Specialist

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<th>Reports To:</th>
<th>Subordinates:</th>
<th>Department:</th>
<th>Benefits Status:</th>
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<td>Director, HR</td>
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<td>Human Resources</td>
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<td>Approved By</td>
<td>Director of Human Resources</td>
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POSITION SUMMARY

The HR and Recruitment Specialist manages the entire recruitment process for shipboard and corporate positions; also being responsible for new hire processing and to serve as the Company’s welcome ambassador. The HR & Recruitment Specialist handles general employee welfare and employee relations for Miramar employees and represents the Director when unavailable.

NATURE AND SCOPE

The incumbent reports directly to the Director of Human Resources. The major trust of this position is to source, recruit and maintain the most superior workforce in the Industry. This position requires occasional travel to the ship and for recruitment based needs and events.

Our mission is to become the world's finest private mega yacht, benefiting from the rich cultural diversity of its exclusive community of Residents and Owners, harmoniously:

- exploring the world in safety and luxury without leaving home
- offering the best of the best at every level of its activities
- preserving and enhancing the lifestyle and investment of its Residents and Owners
ESSENTIAL FUNCTIONS

Operational Responsibilities

Sources, researches, interviews, screens, and refers job candidates for job openings for the Miramar Office and The World.

Confers with management and supervisors to identify personnel needs, job specifications, job duties, qualifications, and skills.

Writes job descriptions or reviews and edits job descriptions written by others.

Develops recruitment programs, budgets, and collateral to attract applicants and to fill specific job openings.

Develops and maintains network of contacts to help identify and source qualified candidates.

Initiates contact with possibly qualified candidates for specific job openings.

Reviews applications and pre-screens all applicants to obtain work history, education, training, job skills, and salary requirements, and to provide information about the organization and position.

Arranges talent assessment interviews for final candidates

Develops and coordinates job postings; internal and external.

Develops and maintains contacts with schools, alumni groups, and other public organizations to find and attract applicants.

Makes public presentations at schools regarding The World’s internship program.

Works with external recruiters and employment agencies to identify and recruit candidates.

Utilizes Internet online recruiting sources to identify and recruit candidates.

Arranges travel and lodging and agenda for potential candidates to visit the ship and Miramar office when applicable.

Performs reference and background checks on applicants.

Coordinates all communication with applicants.

Files and maintains employment records for all new hires

Analytical Responsibilities

Collects and researches wage and hiring data and history; uses intuition and experience to complement data

Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
## General Functions

Human Resources Project Management – Develops project plans; Coordinates projects; Communicates changes and progress.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity;
Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

 Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments;; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention.

DIMENSIONS

- Must be able to administer several projects simultaneously within deadlines
- Ability to work independently with minimal supervision

QUALIFICATIONS AND REQUIREMENTS

- Minimum of five years experience in a similar capacity within a Human Resources role preferably for an luxury cruise ship, private club, boutique hotel and or resort.
- SHRM member preferred
- Additional language preferred
- **Functional Expertise:**
  - Track record of sourcing and recruiting highly talented individuals
  - Experience in a luxury Human Resources environment
  - Excellent Computer skills, to include Excel, Word, Visio, Power point and internet. Working knowledge of Human Resources systems
  - Knowledge of Human Resources compliances, including but not limited to laws, regulations, best practices and policies

- **Leadership Requirements:**
  - Ability to adapt to change effectively and efficiently
  - Ability to conceptualize the mission
  - Provide assistance to the departments to achieve their goals and objectives
  - Communicate the goals and objectives and inspire to achieve those goals

- **Administrative Requirements**
  - Excellent communication skills both written and verbal
  - Track record promoting an atmosphere of teamwork
  - Demonstrate to lead by example
  - Use a “hands-on” approach to management
  - Instill a calm, organized approach in all situations

- **Business Skills:**
  - Excellent time management skills
  - Strong organizational skills
### Excellent listening skills
### Exceptional follow-up abilities
### Strong budgetary, projections, and cost control analysis skills
### Ability to regulate and enforce company policies and procedures
### Assume responsibility/accountability
### Provide overall direction, coordination, and ongoing evaluation of recruitment
### Ability to quickly evaluate alternatives and decide on a plan of action
### Think creatively
### Demonstrated ability to multi task in high pressure and demanding situations.
### Flexibility to work extended hours or weekends as needed.

### EDUCATION

Bachelor's degree (B. A.) from four-year college or university; and/or 5 years experience in a Recruitment / HR role or equivalent combination of education and experience.

### ATTRIBUTES

- Excellent time management and organizational skills; Proactive, Team Player, Problem Solver
- Passionate about hospitality and customer service driven
- Must have a professional appearance
- Pride in one’s work by creating positive energy, excitement and fun teamwork approach
- Commits to long hours of work when necessary to reach goals

### PHYSICAL REQUIREMENTS

- Be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Be able to raise objects from a lower to a higher position or moving objects horizontally from position-to-position.

Above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of is/her position. As the nature of business demands change so, too, may the essential functions of this position.