



Hello and Welcome to life at Hastings Hotels



Seeking passionate professionals at every level, committed to creating exceptional guest experiences.

#LifeAtHastings

WHO WE ARE

Welcome to Hastings Hotels, a family-owned business that operates a portfolio of six hotels in Northern Ireland, offering over 1,000 bedrooms, a stand alone restaurant, and a luxurious spa.

Each of our outlets have a unique personality and market positioning, catering to diverse needs, from city centre buzz to a serene seaside escape.

For more than 50 years, we have built a reputation for placing quality at the heart of everything we do. Our properties boast exceptional designs and are meticulously maintained, while we source local food and drink to provide our guests with an unparalleled dining experience. But it's not just about the products; our people are the ones who bring the Hastings experience to life. With personalities, attention to detail, and a desire to grow, our staff are at the core of what makes us stand out in a crowded marketplace.



JAMES MCGINN (MSC FIH)
Managing Director

At Hastings Hotels, we understand that our guests remember the small details, such as the open fires in the front hall, supremely comfortable beds, and fabulous breakfast. And that's why we place a great emphasis on recruitment, induction, and integrating our staff into their department, hotel, and the Group. We believe that the right behaviours and attitudes are more critical than ever, and are committed to working with you to help develop your career with us.

OUR CULTURE

When we work together, we can do amazing things.

At Hastings Hotels we promote a people-focused culture where our team is at the heart of our success. We value our people. It's our people who provide the excellent experience we offer to all our guests.

Hastings Hotels are committed to building a diverse, happy and sustainable workforce. To support your employee journey and your skills development we provide comprehensive on-the-job training and personalised career development programs, ensuring a fulfilling career with us. We appreciate our employees by offering an ongoing extensive wellbeing program which supports personal and professional growth, a long list of training opportunities and staff appreciation events. We value what you value and are focused on placing sustainability – for our environment, for our communities and for our people at the heart of what we do.



CAREER PROGRESSION

Working with the Hastings family is more than just a job. Become part of a team that values your contribution and supports your growth. Join us and experience a rewarding career like no other.

TRAINING AND DEVELOPMENT

We understand that learning and development are key to the growth and success of our employees. That's why we offer a range of learning opportunities to suit all experience levels.

EQUALITY AND DIVERSITY

Working with the Hastings family is more than just a job. Become part of a team that values your contribution and supports your growth. Join us and experience a rewarding career like no other.

WELLBEING AND ENGAGEMENT

Our extensive Hastings #LifeAtHastings wellbeing program, in partnership with Aware NI, recognises the importance of our employee wellbeing – in every aspect of life.

SUSTAINABILITY

At Hastings Hotels, we are committed to sustainability and reducing our environmental impact. From reducing energy usage to sourcing locally, we are leading the way in making a positive impact on the planet.

THE BENEFITS

Curious about what we offer? Check out the comprehensive list of benefits every team member receives when they become part of the Hastings family.



Vacation/Paid time off



Retirement plan and/or pension



Employee development programs



Employee discounts



Competitive salary



Event tickets



Preferential room rates



Family and friends rates



Discount on meals purchased



Discount on spa treatments/products



Long service recognition



Free meals during shifts



Free parking/ Discounted parking



Job Role: HR Coordinator
Salary: £25,000 per annum
Location: Head Office

[Hastings Hotels](#) is a family owned, luxury hotel group based in Northern Ireland.

We value our people. It's our people who provide the excellent experience we offer to all our guests. When we work together, we can do amazing things.

We are seeking a reliable, organised, and enthusiastic person to become part of our Payroll and Human Resources Team.

Under inspiring leadership of our HR Management Team, you will work with and support our friendly payroll and HR team, develop your skills and enjoy the everyday variety offered by a role in hospitality.

The successful candidate can expect to work office hours Monday- Friday (35 hours excluding breaks)

The rate of pay for this full-time position is £25,000 per annum.

We offer a range of benefits including free staff meals, employee discounts, 29 days holiday plus your birthday and opportunities for career progression and development. To find out more about the benefits click [here](#)

About the Role:

To support the Human Resources department with administrative tasks in line with company procedures and relevant company Human Resource systems. Typical tasks are:

- Maintenance and control of accurate employee records in “Fourth” (HR software), to include accurate processing of joiners, leavers, pay changes and other changes to employee Masterfile.
- Administration of “See Me Hired” (Applicant Tracking System) including supervision of the interface to Fourth.
- Administration of “Flow” (Learning & Development System) including supervision of the interface from Fourth.
- Review hotel rotas in Fourth for completeness and accuracy on a weekly basis before submission to the Payroll Team. Assistance to Payroll Team to complete payroll. Assist hotel teams with gathering any data relevant to payroll (e.g. overtime, absences etc).
- Be a Group “champion” and superuser for the Fourth, See Me Hired and Flow systems, promoting their benefits across the group, assisting users with queries, and highlighting areas of non-compliance to General Managers and Senior Management.
- Assist in the co-ordination of external training courses (e.g. First Aid, Fire Marshall, COSHH) across the Group to ensure that regulatory requirements are adhered to.
- Assist the Human Resources Management Team from time to time in their daily duties.
- Assist in co-ordinating internal awards – voting and results of employee of the month and other recognition initiatives.

About You:

You will be an organised and resourceful team player with an enthusiastic approach to using software to support organisational and administrative tasks. You will be supported from day one and full training on Group software and systems will be provided.

1. Strong administration background.
2. Maintain high levels of accuracy and speed in relation to data entry.
3. Excellent information technology literacy. Confident and comfortable learning and using a wide range of computer systems and software.
4. Be proficient with Microsoft Office suite of products (Word, Excel, PowerPoint, Outlook, Teams).
5. Ability to work under pressure in a demanding and fast-moving environment.
6. Ability to communicate clearly with colleagues and Senior Management.
7. Work effectively both independently as well as being part of a team.
8. Discrete, with a clear understanding of the confidential nature of the role.
9. A right to work within the United Kingdom.
10. Educated to GCSE Standard or the equivalent including English and Maths.

Click [here](#) to apply

At Hastings Hotels, we offer an exciting and dynamic environment for career growth. Our supportive training programmes provide recognised qualifications and opportunities for advancement in the hospitality industry.

We take great pride in the success stories of our long-serving staff members. Many have grown and developed within our organisation, starting out in entry-level positions and working their way up to senior management roles. We celebrate their achievements and are committed to helping our employees fulfil their career ambitions.

**Join us and see how far
your career can take you.**

