



**Company:** PUERTO FANTASÍA S. DE R.L. DE C.V.

**Job Opportunity:** Human Resources Manager

**Location:** Playa del Carmen, QROO, Mexico

**Department:** Human Resources & Administration

**Reports to:** Director of Finance & Administration

**Type:** Full-time | Management Level

**Start Date:** As soon as possible

### About Us

PUERTO FANTASÍA S. DE R.L. DE C.V. is the operational and creative heart of the Puerto Fantasia Group – a globally active developer of themed resort destinations and immersive tourism experiences. From our headquarters in Playa del Carmen, we lead day-to-day operations, guest experience, construction, and administration for one of the most exciting leisure projects in the Americas.

### Your Role

As Human Resources Manager, you will oversee all HR functions at our Mexican headquarters. From recruiting and onboarding to employee engagement and compliance, you will build processes that support the rapid growth and unique culture of the Puerto Fantasia Resort. Working closely with the Director of Finance & Administration, you will play a key role in shaping a people-first organization.

### Key Responsibilities

- Lead recruitment, hiring, and onboarding across all operational departments.
- Design and implement HR policies and internal procedures in compliance with Mexican labor law.
- Support team leaders with performance reviews, contracts, and employee development plans.
- Manage payroll coordination, vacation and attendance systems, and personnel files.
- Serve as the primary contact for staff regarding HR and employment matters.
- Foster a positive, inclusive, and high-performing work environment.





- Coordinate with the HR teams of other group companies for alignment and exchange.
- Prepare internal reports, HR analytics, and support compliance and audits.

### **Requirements**

- 4-7 years of experience in Human Resources, ideally in hospitality, tourism, or themed entertainment.
- Strong knowledge of Mexican labor law, IMSS, and payroll practices.
- Excellent interpersonal skills, emotional intelligence, and discretion.
- Proven ability to create and manage HR processes in fast-paced environments.
- Fluency in Spanish and English (written and spoken).
- Degree in Human Resources, Business Administration, or a related field.
- Familiarity with digital HR tools and reporting systems is a plus.

### **What We Offer**

- A key management role in a visionary, international resort project.
- Supportive, creative, and multicultural team environment.
- Competitive local compensation and benefits.
- Office located in central Playa del Carmen with hybrid flexibility.
- Opportunity to shape the people culture of a landmark destination.

### **How to Apply:**

Online Application Process: You can also submit your application via the official application form on our website. [Apply here](#)

Please send your resume and a short motivation letter (in English) to: [careers@puertofantasiagroup.com](mailto:careers@puertofantasiagroup.com)

Subject: Application – Director of Resort Operations & Leisure Management

