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To whom it may concern,

I would like to take the opportunity and apply for the position.

My current role is a Senior General Manager of the biggest account in the company- multi - site hospitality business unit in Dublin Airport with over €11 million annual turnover, team of 18 managerial members and a pool of 150 colleagues. There is a centralised HQ with an HR department, however all onsite HR operations are run & managed by myself.

I have over 10 years experience and proven track record for all scope of HR operations including budgeting, forecasting, HR planning, recruiting, L&D, employee relations & industrial relations and have implemented and managed all HR policies and procedures at the unit level.

I am result orientated, social and open team player full of drive, optimism and desire to succeed. I have recently returned to 3<sup>rd</sup> level education on a part time - own time basis studying for BA Hons in HRM Strategy & Practice to gain in - depth knowledge and formal qualification on human & capital management and strategies to link them with business management.

I believe I would be a great asset for your company and I would appreciate if you considered my application.

Regards,

Paul Tarbejevas

## Paul Tarbejevas

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### Profile

- Strategic & Result orientated with a keen eye for continuous & daily improvements and change management
- Well organized and able to deal with large workloads
- Ownership of all operations & accountabilities
- Able to communicate company standards, objectives, short and long goals to the teams & stakeholders in an inspirational, fun and motivational way, negotiation and influencing skills
- Operate by 3-F's: Fair, Fun and Firm, dedicated to both the business and well - being and success of the team
- Strong understanding & influence of commercial performance, contribution and profitability
- Ability to evaluate own and team's performance; coach & guide to reach the objectives

### Work Experience

**KSG**

**August 2014 – present**

**Senior General Manager**

***Dublin Airport (Restaurants, Bars, Cafés- 7 sites)***

*Shortlisted for Top9 globally FAB Awards 2016*

*Nominated for REI Manager of the Year 2015-2016*

*REI Top100 Store of the Year 2015 – 2016*

#### ***Duties & Responsibilities:***

##### **Operational**

- *Managing a turnover of over 11 million with 40% increase on annual like-for-like*
- *Team of 18 managerial team members & Staff pool of 150 members*
- *Leading, guiding & coordinating support managers- weekly meetings, labour cost, KPI's, P&L, profitability optimization & profit management, managing of daily improvements and people operations*
- *Overseeing & Guiding health & safety, employment legislation, food & fire safety, quality and hygiene adherence*
- *Efficient Client relationship management, strong relationship and daily communication / cooperation with the client (DAA)*
- *Ensuring highest standards of customer focus is provided daily*
- *Project management*

### Strategic

- *Setting & adhering to budgets & forecasting for all operations including people resources*
- *Managing company and human resource strategies and the alignment of both at unit level*
- *Managing & enhancement of company culture strategies*
- *Setting out and overseeing unit reward & remuneration, retention and development strategies*

### HR policies & procedures

- *HR, Human capital & payroll management in line with company policies*
- *Review, implement and oversee company & unit HR policies and procedures ensuring they are in line with current employment legislation*
- *Communicate & coach HR policies and procedures to all staff & management, ensuring transparency & full adherence*

### HR planning

- *Staff planning to ensure adequate resources best fit with the needs of individual sites*
- *Recruitment- job ads, applicant screening, interviews & selection*
- *Strategic talent management & succession planning for all departments*
- *Manage succession planning cycle & identified high potential leadership talent pool*

### L&D & Talent Management

- *Developing & running site specific inductions & on-boarding, setting out training & development plans, coaching & mentoring of all employees*
- *Development and deployment of high performing teams & individuals*
- *Setting out, reviewing & overseeing role competency framework and training SOP's*
- *Employment probations assessments, performance appraisals and development and personal improvement plans*

### Relational

- *Employee relations, team dynamics, leadership & accountability enhancement management*
- *Conflict management & morale enhancement policies*
- *Team engagement assessments and action plans with management teams to increase team work*
- *HR policy breaches, investigations & disciplinary procedures, employment terminations, job chats*
- *Trade unions and employee representation*

### Administrational

- *Office management*
- *Maintenance & updating of HR personnel files*
- *New recruit contract, induction & training records*

- Attendance & performance records
- Issuing of employment letters, disciplinary outcome documentation, reference letters
- Payroll & Workforce Time & Attendance management, TimePoint Software

**KSG**

**September 2011 – August 2014**

**General Manager**

**St Vincent's Hospital & St Vincent's Private Hospital & Mater Hospital (Retail Shops & Cafés- 7 sites)**

***Duties & Responsibilities:***

- Managing a turnover of 3.6 million with 15% increase on annual like-for-like;
- Staff pool of 40 including 3 management team members
- Setting & adhering to budgets & forecasting for all operations including people resources
- Staff planning to ensure adequate resources
- Manage succession planning cycle & identified high potential leadership talent pool
- Recruitment, inductions, development & retention
- Training, performance management and coaching
- Employee relations, team development & dynamics
- Conflict management, trade unions relationship
- HR, Human capital & payroll management in line with company policies & employment legislation
- Communicate & coach HR policies and procedures to all staff & management, ensuring transparency & full adherence
- Office management
- Maintenance & updating of HR personnel files
- Attendance & performance records

**Tenors Grill Room, Donnybrook, Dublin 4**

**2010 – August 2011**

**Position: Food and Beverage supervisor**

*Staff pool of 25 including 2 management members*

**Hilton Dublin City, Charlemont Place, Dublin 2**

**2009 – 2010**

**Position: F&B Departmental Trainer**

*Staff pool of 60 over all F&B departments*

**McDonald's, Grafton Street**

**2004 – 2008**

**Position: Assistant manager**

*Staff pool of 90-100*

## Training

- McDonald's Ireland Area and Shift Management courses
- KSG Management course 2013
- KSG General & Area manager's development course 2015
- Food Safety Level 3

## Education

- **BA Honors in HRM Strategy & Practice**, NCI, Dublin, **CIPD** Accreditation. 2016 – 2019 (part time, evenings)
- **BA in Languages and Freelance Journalism**, Vytautas Magnus University, Lithuania. Ordinary BA degree, 2004.