

Accommodation & Human Resources Administrator Jobs in Fujairah

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Company: DoubleTree By Hilton

Location: Fujairah

Category: office-and-administrative-support

Accommodation & Human Resources Administrator Jobs in Fujairah

Description:

An Accommodation & Human Resource Administrator is responsible for managing Team Members Accommodation and assist in HR administration responsibilities to deliver an excellent staff experience while supporting employee relations and departmental goals.

Job Responsibilities:

Manage the Team Members Accommodation inventory

Inspect the Team Members Accommodation through a planned schedule

Prepare rooms for new joiners

Arrange clearance for leavers

Assist in HR administration such as letters and personnel files and as assigned by the Human Resources Manager

Job Requirements:

Preferable a Female candidates

Previous experience in Human Resources and preferably with Accommodation experience/knowledge

Positive attitude

Good communication and people skills

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