

## Analyst – Rewards Jobs in Dubai | Willis Towers Watson

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Company: Willis Towers Watson

Location: , Dubai, United Arab Emirates

Category: business-and-financial-operations

### Analyst – Rewards Jobs in Dubai | Willis Towers Watson

#### Job Responsibilities:

demonstrate a concerted effort to learn about the functions and types of roles within HR (e.g., reading publications, studying client organization charts).

gain insights into the structure of the client's HR structure.

understand the nature of a client's core strategic goals and business operations.

create initial drafts of client communications including e-mails, memos, data requests and other general, non-technical information, as well as content for deliverables that require basic understanding of the discipline to ensure clarity of content.

serve as a secondary client "touch point" for non-advisory issues (e.g., coordination, information requests, and clarifications) for projects and other general project matters.

perform research on Human Resources related topics using Willis Towers Watson (WTW) internal and external sources.

develop knowledge of intellectual capital and "whom to call" resources (e.g. subject matter experts, industry specialists) both internally and externally to complete client work.

gain familiarity with the WTW website and tools available to gather data and materials.

participate in gathering information/data from clients based on direction received from consultants, using existing templates and defined protocols.

maintain/update client information and making them readily accessible to team.

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