# **United Arab Emirates Jobs Expertini®**

## Coordinator – Employee Welfare and Relations Jobs | Dubai Careers

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Company: Transguard Group

Location: , Dubai, United Arab Emirates

Category: other-general

Coordinator – Employee Welfare and Relations Jobs | Dubai Careers Job Responsibilities:

Record any ESS Welfare issues or concerns reported by TG employees.

Escalate / coordinate employees grievances with the relevant BU.

Escalate immediately to the ESS Welfare Manager any incident, accident or dispute.

Submit to the ESS Welfare Manager monthly reports of Hotline activities.

Job Requirements:

Minimum English Language Level 4 (by Transguard Group Standards).

Good communication skills.

Use of MS Office.

Previous knowledge and use of Oracle system.

#J-18808-Ljbffr

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