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Coordinator – HRBP Jobs in Dubai | Transguard Careers

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Company: Transguard Group LLC

Location: dubai

Category: other-general

Coordinator – HRBP Jobs in Dubai | Transguard Careers
Position: Coordinator – HR Business Partner

Transguard Group is currently recruiting for a Coordinator – HR Business Partners to join its Human Resources team in our headquarters in DAFZA, Dubai.

Responsibilities: Support ad hoc requests for HR Business Partners and other senior HR team members.

Manage daily tasks relating to the HQ Business Partner Team, taking a proactive, problem-solving approach, and recommending solutions.

Manage and maintain HR HQ data ensuring validity, relevance, and accuracy.

Support with a smooth onboarding experience of HQ employees, working with key business stakeholders and teams to ensure a timely turnaround time. Requirements: EPT 4 or above (as Per Transguard English standards).

Intermediate proficiency in MS Excel and office 365.

Knowledge of HR Processes and cross functional dependences.

Ability to plan and organize workload and delegation of tasks.

Knowledge of ERP systems. Employer Description

Transguard is one of the largest manpower suppliers for the hospitality industry in the UAE. #J-18808-Ljbffr

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