

## Coordinator, Human Resources Jobs In Dubai | Bab Al Shams Desert Resort

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Company: Bab Al Shams Desert Resort

Location: Dubai

Category: office-and-administrative-support

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Authentic and captivating, Bab Al Shams Desert Resort is a truly magical destination, where expertly curated itineraries and bespoke entertainment are the beating heart of our legendary desert-based destination. Part of our unique Rare Finds collection, the essence of Bab Al Shams joins our guests together to discover the most soulful experiences and humbling journeys, set against Dubai's endless dunes and rich culture.

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Responsibilities

Provides administrative support to colleagues for issuance of letters for various requirements, eg. Bank letters, letters for applying for driving licence letters for internet and tv connection, letters to the various consulates for visa travel etc.

Updates the noticeboards for internal vacancies, training schedules, transport schedule, monthly clinic schedule, new joiner posters, internal announcements and memos etc.

Administers and assists the HR Executive on the on-boarding activities and induction plans for colleagues to ensure the arrival process is efficient and welcoming.

Ensures the equipment in Human Resources office is properly maintained to ensure maximum productivity and the ink cartridges are ordered and readily available. Also order the weekly stationery supplies for the department in Iscala.

Prepares Purchase Requisitions and follows up with purchase department for timely delivery of

stationery ordered and invoices are handed to the receiving department for arranging payment.

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Hotel & Hospitality Management Graduate.

Diploma in HR

At least 3 years' experience in a coordinator or secretarial role (desirable), preferably in a 5\* Hotel within an HR environment

Success Factors

Computer literacy in Microsoft Office to include – Word / Excel / PowerPoint

Organized and disciplined, dedicated and loyal

Friendly, pleasant, and easy to be around

Work effectively under pressure to meet deadlines

Expertise in written and spoken English

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