

Deliveroo Jobs in Dubai – Hiring People Specialist

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Company: Deliveroo

Location: dubai

Category: other-general

Deliveroo Jobs in Dubai – Hiring People Specialist

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Description:

Support the Middle East HR team in all aspects of the employee lifecycle, ensuring timely onboarding of staff and smooth operation of the People and Workplace function.

Job Responsibilities:

- a-Liaise with third party PROs to process visas, labor cards, renewals, cancellations etc
- b-Prepare employment contracts in line with local laws and company policies
- c-Advise on policies and respond to employee queries
- d-Process Workday updates (eg reporting line changes, annual leave changes, allowance updates) and prepare reports

Job Requirements:

- a-Proficient user of Workday
- b-Fluent in English, with excellent communication skills at all levels
- c-A proactive mindset and a great sense of humour!

#J-18808-Ljbffr

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