

## Development Officer Jobs in Dubai | Rotana

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Company: Rotana

Location: dubai

Category: other-general

### Development Officer Jobs in Dubai |Rotana

#### Job Responsibilities:

Analyse colleague development needs in the hotel

Develop annual hotel colleague development plans and prepare monthly reports

Develop and maintain hotel's colleague development library and co-ordinate acquisitions

Consult with the Learning & Development Leader for the co-ordination of colleague development courses

Conduct colleague orientation to the company and hotel and ensure that all colleagues receive appropriate orientation, a copy of their job description, a handbook and local guide and information on Human Resources services

Co-ordinate with the Human Resources Department and Housing Supervisor to ensure all new colleagues are shown around the housing complex for orientation and receive information needed

#### Job Requirements:

High school diploma, GED, or equivalent.

Previous supervisory experience, preferably within a restaurant.

Prior experience using payroll software.

Intermediate accounting and arithmetic skills.

Strong leadership skills with an affinity for capacity development.

Excellent conflict resolution abilities.

Innovative, trustworthy, and impartial.

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