

United Arab Emirates Jobs Expertini®

HR Administration Intern - UAE National only

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Company: Christian Dior Couture

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Position

An HR Administration Intern assists the HR Department at Christian Dior with everyday HR tasks and will work closely with the HR team. The role will involve performing a variety of administrative tasks, including updating filing, employee records, screening CVs, and scheduling interviews.

Main Responsibilities:

- Update company databases with new employee information, including contact details and employment forms.
- Managing all day-to-day HR administration tasks; ensuring that all HR records are accurate and up to date.
- Posting the open vacancies on LVMH & Christian Dior career website for various positions.
- Screen candidates CVs and filter out good candidates to proceed for interviews.
- Presenting a shortlist of candidates for the face-to-face interview stage with the HR and retail management team
- Organising interviews, sending confirmation emails and calendar invite
- Support the HR Team with any necessary administrative tasks required.

Profile

Skills and Competencies:

- Ability to prioritize and multi-task in a highly complex work environment
- Ability to take initiative and work independently at times
- Ability to maintain confidentiality and to exercise discretion and professionalism with sensitive information
- Ability to organize and keep track of important documents
- Ability to deliver information in a clear, concise manner
- Ability to communicate effectively by phone and in person

Extra Requirements:

- Excellent written and verbal communication skills
- Strong planning and organizational skills
- Efficient in Excel, PowerPoint and Microsoft Word

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