

HR Asst Supervisor Jobs in Dubai | PepsiCo

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Company: PepsiCo

Location: dubai

Category: other-general

1- HR Asst Supervisor

Job: Full Time

Location: Dubai, UAE

Description:

Set and lead on Activate and execute all execution of Saudi's Back Office and Local business service delivery strategy/agenda for Employee Services, TA, TM, TR, Learning, Facilities, ER and Temp. Labor services in alignment with Egypt's HRLT his/her designated locations.

Job Responsibilities:

Ensure a consistent service delivery of HR Ops back office and Local business services to all concerned parties

Work along with local HR and COEs in supporting the employee life-cycle in his/her designated activities in addition to ensuring adherence to the company's policies and procedures, labor law and position management principles, Provide advice to the HRLT in the new initiatives and in crisis management Maintaining proper workflows & SLAs with other HR work streams to ensure a smooth delivery

Oversee and manage/Execute the service delivery activities in the following verticals in His/Her designated areas including:

Job Requirements:

0- 3 years of general professional experience in HR preferable in HR ops

Good customer interface and focusing on employee experience excellence

Time management – ability to focus and get things done and know what is business critical;
able to deal with conflicting priorities and ambiguity

Technical / Functional Skills & Knowledge of HR Tools and Interfaces.

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