

HR Coordinator Jobs in Dubai | Bulgari Hotels Careers UAE

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Company: Bulgari Hotels & Resorts

Location: , , United Arab Emirates

Category: office-and-administrative-support

Description:

Assist and support management and the leadership team with handling and resolving Human Resources issues. Assist employees with internal and external transfer requests and procedures. Monitor and assist managers/supervisors with hiring processes and issues. Coordinate and conduct applicant drug screens, reference checks, background checks, motor vehicle checks, and social security number verification.

Responsibilities:

Maintain applicant flow, drug screen, orientation and transfer request logs.

Create and maintain new hire and personnel files and enter them into Human Resources Information Systems.

Assist with orientation of new employees.

#J-18808-Ljbffr

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