

HR Coordinator – Uniform Stores Jobs in Dubai | EKFC Careers

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Company: Emirates Flight Catering

Location: , Dubai, United Arab Emirates

Category: office-and-administrative-support

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Job Responsibilities:

Plan, schedule and monitor daily uniform counter operations across EKFC and ensure timely intervention to manage adhoc or unexpected requirements and address staff grievances related to uniform or PPE.

Forecast, plan and manage uniform and PPE inventory based on the business demand to ensure continuity of business and uniform services.

Identify potential improvement opportunities in the existing ways of working by reviewing the current processes to determine structured process for purchase requisitions, taking into account costs, delivery times, product quality and available inventory of the uniform and PPE.

Develop best practices that focus on automation and planning & allocation of resources to

achieve operational efficiency whilst adhering to the standards outlined in the EKFC digitalisation process.

Requirements:

At least Bachelor's Degree holder or certificates relevant to the field (must have)

At least 5+ years of experience in overseeing employee uniforms and grooming standards, preferably within the Aviation / Hospitality industry.

Experience in inventory management (must have)

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Generated on: 2024-04-27 by Expertini.Com