

# United Arab Emirates Jobs Expertini®

## HR Executive Retail

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Company: Al-Futtaim

Location: abu dhabi

Category: other-general

Meet & greet new joiners on their first day & ensure they have their “Hej” induction pack prepared upon joining and are provided with their joining administration requirements, including receiving badges, uniforms, locker keys, access cards and having their finger-print registered. Work closely with HRSS team to ensure new joiners’ user and email accounts are created and shared with their line managers upon joining. Communicate store policies, procedures, and internal announcements as needed or directed by store HRBP. Respond to employees’ queries on various HR matters, with the support of store HRBP. Report to the HRBP all work needs, challenges and recommendations to facilitate the HR decision-making process. Assist the store line managers to understand and implement policies and procedures. Collect all company keys, uniforms, cards and other property from leavers. Work with the store management team to ensure correct and accurate schedules are planned on the staff management system, in liaison with the Staff Planning Specialist. Consolidate payroll and leaves reports on monthly basis by reviewing the Store exceptions on a daily basis. Maintain records of the attendance levels, overtime, turnover %, Sick leaves, Nationality mix, recruitment tracker, Emirati turnover and holiday in the Store. Assist the HRBP with specific HR related projects and participate in functional & cross-functional initiatives to build a high-performing organization aligned with the business strategy & leadership goals. Provide HR & admin support to the store management, including documentation & approval process, as per HRBP guidance. Coordinate travel/hotel arrangements for new employees, including existing employees requiring emergency leave by liaising with the correct departments in Al-Futtaim HRSS, Travel and Finance to ensure the correct audit trail is in place. Support the smooth

operation of the store departments such as maintaining records for disciplinary meetings, files, taking minutes of the disciplinary meetings in the absence of the HRBP, printing “Employee of the month/year certificates”, vouchers, etc. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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