

# United Arab Emirates Jobs Expertini®

## HR Intern Jobs In Dubai | Oliv

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Company: Oliv

Location: dubai

Category: other-general

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#### About the job

We are seeking a talented and enthusiastic HR Intern to join our client who are a leading Luxury fashion wear brand. As an HR Intern, you will have the opportunity to gain valuable hands-on experience in various aspects of human resources within the luxury industry. This internship offers an excellent opportunity to develop your HR skills and contribute to the success of our brand's people strategy.

#### Responsibilities

Assist in the recruitment and selection process by sourcing candidates, screening resumes, and coordinating interviews.

Support the onboarding process for new hires, including preparing documents, conducting orientations, and assisting with the completion of required paperwork.

Assist in maintaining employee records and updating HR databases, ensuring accuracy and confidentiality.

Support the performance management process by coordinating appraisal cycles, collecting feedback, and assisting in the documentation of performance reviews.

Assist in the administration of employee benefits, including enrollment, communication, and resolving inquiries.

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