

HR Projects Specialist Jobs in Dubai | Nestle Careers

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Company: Nestle

Location: , Dubai, United Arab Emirates

Category: office-and-administrative-support

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Job Responsibilities:

Deliver local administrative services within the defined SLA's in line with Standard Routines across HR Processes

Provide timely information to HRBPs, Centre of Competence (COC), Centre of Scale (COS) and Line Managers as appropriate

Provide relevant information and manage local HR processes (e.g. Payroll, Time Management, Benefits).

Ensures policies, practices and procedures are applied, understood and followed with a customer centric mindset

Job Requirements:

University student

No experience is required

Use of Microsoft Excel, High level of comfort using multiple technologies to execute processes

Strong Service orientation

#J-18808-Ljbffr

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