

United Arab Emirates Jobs Expertini®

HR Trainee

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Company: Chalhoub Group

Location: Dubai

Category: healthcare-practitioners-and-technical

INSPIRE | EXHILARATE | DELIGHT

For over six decades, Chalhoub Group has been a partner and creator of luxury experiences in the Middle East. The Group, in its endeavour to excel as a hybrid retailer, has reinforced its distribution and marketing services with a portfolio of eight owned brands and over 300 international brands in the luxury, beauty, fashion, and art de vivre categories. More recently, the Group expanded its expertise into new categories of luxury watches, jewellery, and eyewear.

Every step at Chalhoub Group is taken with the customer at heart. Be it constantly reinventing itself or focusing on innovation to provide luxury experiences at over 750+ experiential retail stores, online and through mobile apps, each touch point leads to delighting the customer.

Today, Chalhoub Group stands for 14,000 skilled and talented professionals across seven countries, whose cohesive efforts have resulted in the Group being ranked third in the Middle East and first in Saudi Arabia as a Great Place to Work®.

To keep the innovation journey going, the Group has set up 'The Greenhouse', which is not just an innovation hub, but also an incubator space and accelerator for start-ups and small businesses in the region and internationally. This is just one of the several initiatives taken

by the Group to reinvent itself, catalysed by forward thinking and future-proofing. The Group has also been embedding sustainability at the core of its business strategy with a clear commitment towards people, partners and the planet, and by being a member of the United Nations Global Compact Community and signatory of the Women's Empowerment Principles.

What You'll Be Doing

Supporting the line manager in analysing and reporting of data, including Manpower and financial reports, headcount, attrition, Emiratisation etc. specific to the operations.

Produce and manipulate Excel tables to an advanced level, with a strong attention to detail.

Report and analyse all data produced, including tracking and measuring deliveries.

Supports KSA HR team to collate manpower requirements from management, validating variable budget assumptions, correct data entry to planning tool for each cost centre. Creates Headcount tracking sheets by band by cost centre and the budget approval.

Compiles data for HR reporting, analysis data and variance and prepares the report

Review and consolidate all internal recruitment/salary proposal cases and ensure the submissions comply with policies.

Make sure all reports within data centres /storage are updated monthly with data Accuracy.

Make sure all reporting is updated in PPT template and distributed among the key stakeholders.

To provide administration, financial and analytical support to HR team

Due to the nature of the job, needs to deal with personnel information with sensitivity and confidentiality.

What You'll Need To Succeed

Stakeholder Management

Data Analytics

Communication & Presentation skills

Advanced MS Office (Excel & Power point), Power Bi, Tableau and SAP (Success Factors)

What We Can Offer You

With us, you will turn your aspirations into reality. We will help shape your journey through enriching experiences, learning and development opportunities and exposure to different assignments within your role or through internal mobility. Our Group offers diverse career paths for those who are extraordinary, every day.

We recognise the value that you bring, and we strive to provide a competitive benefits package which includes health care, child education contribution, remote and flexible working policies as well as exclusive employee discounts.

We Invite All Applicants to Apply

It Takes Diversity Of Thought, Culture, Background, Differing Abilities and Perspectives to truly Inspire, Exhilarate and Delight our customers. At Chalhoub Group, we are committed to inclusion and diversity.

We welcome all applicants to apply and be part of our exciting future. We ensure equal opportunity for all our applicants without regard to gender, age, race, religion, national origin or disability status.

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