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Company: SEPHORA

Location: Dubai

Category: office-and-administrative-support

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5 years of experience in HR including 3 years in a Specialist role – Desired experience in retail, luxury or fashion industry.

Experience must include at least 2 of the following HR disciplines; recruitment, talent management, Employee Relations.

The incumbent must have demonstrated successful experience sourcing for valuable potential recruitment.

Good verbal and written communication skills to facilitate smooth and effective communication between, management and employees, drawing up reports and recommendations. Helpful and service-oriented, have an ability to work under pressure and be able to be discreet when dealing with confidential information. Must also be self-motivated, proactive going beyond the call of duty and result-oriented.

Proficient in Ms Word, Ms Excel, and PowerPoint, which are all necessary to create visually and verbally engaging materials, reports, presentations, and proposals for departmental heads and management team.

Clear and structured report and relevant assessment to help making informed decisions.

Maintains adequate knowledge of GCC labor law related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.

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