

# United Arab Emirates Jobs Expertini®

## HRS Specialist Jobs In Dubai 2022 | Saudi Telecom Company

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Company: Saudi Telecom Company

Location: , Dubai, United Arab Emirates

Category: office-and-administrative-support

### HRS Specialist Jobs In Dubai 2022 | Saudi Telecom Company

#### Description:

Jobs at this level are responsible for managing the day-to-day operations of Human Resources activities including supervising collation of requisite HR data, managing routine tasks in the design of frameworks, conducting training need analysis, organizing internal training programs and reviewing relevant reports. Also, they are responsible for reviewing all technical reports and forwarding to the immediate senior, for analysis and approval.

#### Job Responsibilities:

Conduct training needs analysis at the organizational, division and individual levels in order to ensure a comprehensive assessment of organizational learning needs.

Maintain the corporate training calendar on the basis of identified training needs and circulates them in the organization.

Provide information on corporate training courses availability to participants. Act as a point of contact for employees who are registered for the corporate courses.

Organize internal training programs by performing review of participant lists, distributing relevant training material and assisting in the training administration.

Assist in the development and implementation of on-the-job training techniques and methods in the organization to enable experiential learning among employees.

Manage the day-to-day team operations within a specified scope, by undertaking related work processes and ensuring accuracy.

Resolve escalated queries related to periodic HR surveys and forwards the same to seniors, for complex issue resolution.

Participate in conducting research to stay abreast of best practices in order to bring forward ideas for continuous improvement in relevant policy areas.

Assist in the payment procedures for all work outsourced to third parties and reports the budget status on a regular basis to immediate senior.

Review technical reports related to human resource activities, in a timely manner, as applicable to the role.

Handle identification of any recurring process issues or discrepancies and makes recommendations to improve current processes.

Support team members and resolves routine queries to ensure work continuity.

Liaise with other supervisors to build effective working relationships and identifies synergies.

#### Job Requirements:

Bachelor's Degree in Business Administration/Human Resources

Professional certificate in Talent Management, L&D, Organization Design/Development, Total Rewards, Policies & Procedures, HRBP, Change Management from recognized and/or professional body.

A minimum of 4 – 6 years of relevant experience.

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