

Human Resources Administrator Jobs in Abu Dhabi | Hilton Jobs

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1- Human Resources Administrator

Job: Full Time

Location: Abu Dhabi, UAE

Description:

A Human Resource Administrator is responsible for managing HR administration responsibilities to deliver an excellent staff experience while supporting employee relations and departmental goals

Job Responsibilities: Manage HR administration such as contracts, letters and personnel files
Ensure accurate information is fed into the bespoke HR system

Assist with employee relations issues in the hotel in a confidential manner, including disciplinaries, grievances, and capability

Ensure recruitment and selection process is adhered to and ensure that appropriate immigration checks are carried out
Job Requirements: Previous experience in Human Resources

Positive attitude

Good communication and people skills

Committed to delivering a high level of customer service, both internally and externally#J-

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