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Human Resources Coordinator Jobs In Dubai 2022 | Marriott International, Inc

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Company: Marriott International, Inc

Location: dubai

Category: other-general

Human Resources Coordinator Jobs In Dubai 2022 | Marriott International, Inc

Description:

Create and maintain filing systems. Create and type office correspondence using a computer. Distribute and route mail. Order and track Human Resources office supplies and forms. Answer phone calls and record messages. Create new employee personnel file. Assist walk-in candidates with application procedures. Maintain space designated for completing applications and ensure it is clean, well maintained, and accessible to individuals with disabilities. Respond to questions, requests, and concerns from employees and management regarding company and Human Resources programs, policies and guidelines. Inform Human Resources management of issues related to employee relations within the division or property.

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