

## Human Resources Coordinator Jobs in Dubai | Emirates Careers

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Company: Emirates

Location: , Dubai, United Arab Emirates

Category: office-and-administrative-support

## Human Resources Coordinator Jobs in Dubai | Emirates Careers

### Job Responsibilities:

Responsible for day-to-day people experience operation.

Deliver a consistently high-level quality customer service and communication to internal and external customers/stakeholders. Liaise with relevant stakeholders to meet defined work goals.

Execute all HR- assigned activities in a timely manner in compliance with the latest policies and processes, standard operating procedures, and instructions. Ensure confidentiality is maintained at all times.

Familiarization with the HR systems and data landscape at a level appropriate / required to perform processes and complete tasks with quality and accuracy.

### Job Requirements:

12 years schooling with 4+ years of experience in an administrative role or Human resources covering recruitment, shared services, onboarding, off-boarding.

Comprehensive knowledge in HR administrative procedures, interviewing techniques and experience in handling recruitment projects, joining formalities, off-boarding or in a shared services environment covering all aspects of employee lifecycle.

PC literate and proficient in MS Office package

Strong quality orientation and organization skills.

#J-18808-Ljbffr

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