

## Human Resources Coordinator Jobs In Dubai | Hilton

[Apply Now](#)

Company: Hilton

Location: , Dubai, United Arab Emirates

Category: office-and-administrative-support

## Human Resources Coordinator Jobs In Dubai | Hilton

### Description:

As a Human Resources Coordinator, you are responsible for all Human Resources Team Member related activities. These activities include recruitment, learning and development and training, performance management, compensation and benefits, employee relations, health and safety, and other team-based activities. Specifically, a Human Resources Coordinator will perform the following tasks to the highest standards:

### Responsibilities:

Initiate recruitment activities using Taleo, the Company's talent management system

Input data into the hotel payroll system and communicate with payroll to ensure accuracy

Manage all Human Resource administration and onboarding activities

Support Human Resources activities, including onboarding, work experience program, careers fairs, training materials, and Team Member opinion surveys

Serve as the point of contact for Team Member issues, advising the Human Resources Director as appropriate

Keep current with employment law, human resources policies, and training requirements

Assist in determining training requirements and support training initiatives

Assist in the organization of Team Member social events

## Requirements:

Previous experience in customer service

Strong administration and communication skills

Demonstrated attention to detail, while multi-tasking and delivering work on time

Ability to work productively despite multiple interruptions

Demonstrated trust and confidentiality as a member of the Human Resources Team

A passion and enthusiasm to be part of a winning team

Proficiency, at an intermediate level, with computers and computer programs, including

Microsoft programs

#J-18808-Ljbffr

[Apply Now](#)

## Cross References and Citations:

1. [Human Resources Coordinator Jobs In Dubai | HiltonNursejobsnearme Jobs , Dubai, United Arab Emirates Nursejobsnearme ↗](#)

2. [Human Resources Coordinator Jobs In Dubai | HiltonDhakajobsJobs , Dubai, United Arab EmiratesDhakajobs ↗](#)

3. **Human Resources Coordinator Jobs In Dubai | HiltonBusinessjobs Jobs , Dubai, United Arab EmiratesBusinessjobs ↗**
4. **Human Resources Coordinator Jobs In Dubai | HiltonGulfjobscentraJobs , Dubai, United Arab EmiratesGulfjobscentra↗**
5. **Human Resources Coordinator Jobs In Dubai | HiltonAnyeventhire Jobs , Dubai, United Arab EmiratesAnyeventhire ↗**
6. **Human Resources Coordinator Jobs In Dubai | HiltonJobspakistan Jobs , Dubai, United Arab EmiratesJobspakistan ↗**
7. **Human Resources Coordinator Jobs In Dubai | HiltonFlutterjobsnearme Jobs , Dubai, United Arab Emirates Flutterjobsnearme ↗**
8. **Human Resources Coordinator Jobs In Dubai | HiltonAndroidjobs Jobs , Dubai, United Arab EmiratesAndroidjobs ↗**
9. **Human Resources Coordinator Jobs In Dubai | HiltonAtlantajobsearchJobs , Dubai, United Arab Emirates Atlantajobsearch↗**
10. **Human Resources Coordinator Jobs In Dubai | Hilton CosmeticsjobsJobs , Dubai, United Arab EmiratesCosmeticsjobs↗**
11. **Human Resources Coordinator Jobs In Dubai | Hilton InstallationjobsJobs , Dubai, United Arab EmiratesInstallationjobs↗**
12. **Human Resources Coordinator Jobs In Dubai | Hilton Visualcontentcareeropportunities Jobs , Dubai, United Arab Emirates Visualcontentcareeropportunities ↗**
13. **Human Resources Coordinator Jobs In Dubai | Hilton ContractjobsJobs , Dubai, United Arab EmiratesContractjobs↗**
14. **Human Resources Coordinator Jobs In Dubai | Hilton CameroonjobsJobs , Dubai, United Arab EmiratesCameroonjobs↗**
15. **Human Resources Coordinator Jobs In Dubai | Hilton Therapistjobs Jobs , Dubai, United Arab EmiratesTherapistjobs ↗**
16. **Human Resources Coordinator Jobs In Dubai | Hilton DhakajobsJobs , Dubai, United Arab EmiratesDhakajobs↗**
17. **Human Resources Coordinator Jobs In Dubai | Hilton Delhijobs Jobs , Dubai, United Arab Emirates Delhijobs ↗**
18. **Human Resources Coordinator Jobs In Dubai | Hilton Colombiajobs Jobs , Dubai, United Arab EmiratesColombiajobs ↗**

19. **Human resources coordinator jobs in dubai | hilton Jobs , dubai, united arab emirates ↗**
20. **AMP Version of Human resources coordinator jobs in dubai | hilton ↗**
21. **Human resources coordinator jobs in dubai | hilton , dubai, united arab emirates Jobs ↗**
22. **Human resources coordinator jobs in dubai | hilton Jobs , dubai, united arab emirates ↗**
23. **Human resources coordinator jobs in dubai | hilton Job Search ↗**
24. **Human resources coordinator jobs in dubai | hilton Search ↗**
25. **Human resources coordinator jobs in dubai | hilton Find Jobs ↗**

Source: <https://ae.expertini.com/jobs/job/human-resources-coordinator-jobs-in-dubai-hilton--dubai-united-arab-hilton-411-966172/>

Generated on: 2024-04-28 by Expertini.Com