

Human Resources Coordinator Jobs in Fujairah | Hilton Careers

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Company: DoubleTree By Hilton

Location: Fujairah

Category: office-and-administrative-support

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Description:

A Human Resources Coordinator will support Human Resource related activities including recruitment, learning and development and training, performance management, compensation and benefits, and employee relations initiatives.

Job 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

Job 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

#J-18808-Ljbffr

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