

Human Resources Executive Jobs In Abu Dhabi | Hilton

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Company: Hilton

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: office-and-administrative-support

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About the job

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:

Requirement

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

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