

Human Resources Officer Jobs in Dubai | dnata Careers

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Company: dnata

Location: Dubai

Category: office-and-administrative-support

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### Job Responsibilities:

Support dnata VP HR SHRBP in providing all services and updates pertaining to a specific business area and attend regular meetings with the dnata VP HRBP and SHRBP to be on-board with the team and take minutes of the meetings.

Support Senior HRBP to ensure that HR Frameworks and Section C of the dCGM are correctly and accurately understood and applied internationally implementing changes recommended and approved by dnata HR and dnata Executive Management.

Handle internal and external customer complaints proactively and rectify problems timely.

Identify constant problem areas and ensure effective solutions are defined and delivered.

Also establish and manage processes for constant improvements.

Maintain master tables and system & process documentation of relevant systems.

### Job Requirements:

More than 5 yaers of experience in Human Resources Employee Relations

Experience in a system oriented administrative position of which a minimum of 2 years should have been at a supervisory level.

Degree or Honours (12+3 or equivalent)

#J-18808-Ljbffr

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