

Intern -HR

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Company: TotalEnergies

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Profil du candidat

Skills: •MS office Proficiency (Excel, Word, PowerPoint, Outlook) •Proficiency in English language, French is an added advantage •Creative, energetic, organized and excellent follow-up ability, strong work ethics
Experience: •Preferably 1-2 years of experience working as an intern within HR function
Education: •Minimum Bachelor's degree in Human Resources

Activités

Jobholder ensures - in an independent way - the high quality and efficient running of the HR administration.

Correct and timely administration of employees joining, leaving and mobility during employment, as well as administration of contractors joining, leaving and demobilization during service

Support of affiliate with organizing practicalities of first and last day of employees with for instance entry cards, provision of laptops, explanation office surroundings, first introductions etc;

Giving support to parties involved to help them understand the e-form system and work proficiently with it;

Checking regularly if the HR admin processes in e-form are working correctly and updating where necessary - in cooperation with the HR Officer;

Keeping TotalEnergies systems up to date with employee information and related issues, such as HR4U;

Supporting HR Officer with data gathering for reporting on behalf of affiliates to e.g. headquarters, such as SoGreat, Societal Reporting, headcount reports and other local reports;

Process the expense claim of TERDME employees through e-form observing applicable policies thereof

Creation/maintain and update of employee personnel files

Collection and coordination of required documents for visa application for new hires to be submitted through e-form

Prepare employee correspondence such as employee Bank letter, Salary Certificates, Experience letter, NOC for visa application.

Strict adherence of confidential HR information.

Contexte et environnement

Internal: •Interaction with employees and cross functional teams based on the assigned activities **External:**•None

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