

Kering Careers | HR Administrator Jobs in Dubai

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Company: Kering

Location: , Dubai, United Arab Emirates

Category: office-and-administrative-support

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Description

Kering is a French-based multinational corporation specializing in luxury goods. It owns the luxury brands Balenciaga, Bottega Veneta, Gucci, Alexander McQueen and Yves Saint Laurent.

Responsibilities:

Register new employees to brands' benefits programs (as per eligibility) and ensure their activation as appropriate, i.e

Document and keep up to date with the brands' policies

Liaise with external partners like local partners, insurance vendors, benefits partners, etc

Remind and guide employees and brand HR on the work authorization requirements and procedures

Maintain employees' personnel files and archive the necessary documents

Requirements:

Excellent organizational skills, with an ability to prioritize important projects

Proven work experience as an HR Administrator, HR Administrative Assistant or relevant role

Experience with HR softwares (Workday is a plus)

Strong phone, email and in-person communication skills

BS in Human Resources or relevant fields

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