

People & Culture Coordinator Jobs In Dubai 2022 | Anantara

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Company: Anantara

Location: , Dubai, United Arab Emirates

Category: other-general

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Job Description

You will be supporting in delivering the efficient services to the team members of the hotel to administer the People & Culture foundation, recruitment activities, performance management, compensations & benefits, team member development, employee communication & activities during the month such as monthly celebration. Further you will be involved in CSR activities, preparing reports and other ad-hoc tasks as assigned by your supervisor.

Job Requirements:

At least 2-3 years experiences in human resources work, knowledge in HRIS and payroll system would be a plus.

Strong in inter-personal and communication skills.

Proficiency in English and computer literate

Strong in driving results and people management and development

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