

People & Culture Intern

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Company: Mandarin Oriental Hotel

Location: Dubai

Category: healthcare-practitioners-and-technical

People & Culture Intern

Apply now **Position** People & Culture Intern (Internship #539160)

Property / Office: Mandarin Oriental Jumeira, Dubai

Location Dubai, United Arab Emirates

Skills & Qualifications

A student of 3rd or 4th year in Hospitality School or a recent graduate.

Strong administrative skills.

Must be excellent in using computer and well versed in all computer applications.

Positive attitude and good communicator.

Ability to plan and organize workload.

Fluent in English and an additional language will be an advantage.

Responsibilities

It is part of your role and your responsibility to fully support all learning and development activities.

You shall take all reasonable steps to safeguard stored information, and not divulge or otherwise transfer any personal data concerning the guests, customers or colleagues, or any confidential information concerning the hotel unless with the appropriate authority.

Use of the hotel's network, computers or internet access which is in the hotel's view unreasonable or inappropriate, for example gambling, chatroom, or pornographic material, is a serious breach of hotel policy and grounds for summary dismissal.

Support and adhere to all policies & procedures relating to Safe, Sound and Sustainable at Mandarin Oriental.

Ensure compliance with the MOHG Social Media Policy, i.e. to be fully responsible for the content you publish on any social media platform, including your personal site.

To carry out any additional duties requested by management, related to hotel operational activities.

To be readily available with empathetic, open communication ensuring reliability and confidentiality.

To complete day to day personnel administration in response to requests and action plans.

To maintain good rapport and working relationship with all colleagues.

To provide a courteous and professional service at all times.

To project at all times a positive and motivated attitude and a calm demeanour.

Complete filing on a weekly basis and ensure that all colleagues' records are kept up to date.

Advertised 20 Apr 2024 Arabian Standard Time

Applications close: 31 May 2024 Arabian Standard Time

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