

# United Arab Emirates Jobs Expertini®

## Specialist – People Services Jobs In Sharjah | AECOM Energy

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Company: AECOM Energy

Location: sharjah

Category: other-general

### Specialist – People Services Jobs In Sharjah | AECOM Energy

#### Company Description

At AECOM, we're delivering a better world.

We believe infrastructure creates opportunity for everyone. Whether it's improving your commute, keeping the lights on, providing access to clean water or transforming skylines, our work helps people and communities thrive.

Our clients trust us to bring together the best people, ideas, technical expertise and digital solutions to our work in transportation, buildings, water, the environment and new energy.

We're one global team – 47,000 strong – driven by a common purpose to deliver a better world.

Here, you will have freedom to grow in a world of opportunity.

We will give you the flexibility you need to do your best work with hybrid work options. Whether you're working from an AECOM office, remote location or at a client site, you will be working in a dynamic environment where your integrity, entrepreneurial spirit and pioneering mindset are championed.

You will help us foster a culture of equity, diversity and inclusion – a safe and respectful workplace, where we invite everyone to bring their whole selves to work using their unique talents, backgrounds and expertise to create transformational outcomes for our clients.

We will encourage you to grow and develop your career with us through our technical and professional development programs and diverse career opportunities. We believe in leadership at all levels. No matter where you sit in the organization you can make a lasting impact on

the projects you work on, the teams and committees you join and our business.

We offer competitive pay and benefits, well-being programs to support you and your family, and the development resources you need to advance your career.

When you join us, you will connect and collaborate with a global network of experts – planners, designers, engineers, scientists, consultants, program and construction managers – leading the change toward a more sustainable and equitable future. Join us and let's get started.

#### Job Description

AECOM is seeking a Specialist – People Services professional for a temporary assignment in Dubai.

The responsibilities are as follows: Production and tracking of HR correspondence related to employees' life cycle, including bank account opening letters, employment certificates, embassy letters, changes to employee terms and conditions, transfers, exits and other letters as required and directed.

Maintain updated E-file system for employees and upload documents to the files as necessary.

Assist employees with forms request and procedures queries.

Input and audit employee's data to HR system (Workday), ensuring, accuracy, and compliance with employee contractual terms and conditions.

Respond effectively and in a time manner to queries received on email address.

Archive Leavers on the E-filing system.

Act as the backup for other People Services team members

Provide adhoc support to HR People Services departments lead for various projects as required

Typically has accountability and provides human resources (HR) support to a small office or branch.

Using HR best practices, provides guidance on typical employee relations/HR issues to operations.

Ensures compliance with all state, federal and corporate HR regulations and laws.

Coordinates with supervisor for unusual or difficult problems and develops actions to apply to non-routine work.

Receives supervision on new aspects of assignments.

Exercises judgment on details of HR systems and HR-related areas – Workday & Oracle.

Uses standard HR knowledge and techniques in specific situations and recognizes

discrepancies in issues. Qualifications

Qualification Educated to degree level or equivalent in a relevant subject, or able to demonstrate sufficient experience within a similar role. CIPD qualification would be advantageous.

2-5 years plus experience within the HR field, ideally from a Generalist background with exposure to all factions of Human Resources. Specific Skills Required Strong organizational, multi-tasking and decision-making skills

Ability to work in fast-paced environment

Ability to problem solve

MS Office Suite experience (i.e., Word, Excel, PowerPoint) and knowledge of HRIS systems.

Experience with Workday would be an advantage

Excellent written and verbal communication skills.

Strong presentation and interpersonal skills

Meticulous attention to detail, ability to collate information accurately Person

Specification (Behavioral Attributes) Impactful

Decisive

Ethical and confidential

First class communication skills

Able to deal with high pressure situations

Champions and promotes diversity within the business.

Safety awareness Additional Information Ideally candidate will be currently based in Dubai

Spoken and written Arabic is required. Arabic Typing is a must With infrastructure investment accelerating worldwide, our services are in great demand, and there's never been a better time to be at AECOM! Join us, and you'll get all the benefits of being a part of a global, publicly traded firm – access to industry-leading technology and thinking and transformational work with big impact and work flexibility.

AECOM provides a wide array of compensation and benefits programs to meet the diverse needs of our employees and their families. We also provide a robust global well-being program. We're the world's trusted global infrastructure firm, and we're in this together – your growth and success are ours too.

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