

United Arab Emirates Jobs Expertini®

Staffing Specialist | Strategy Consulting |US

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Company: FTI Consulting, Inc

Location: dubai

Category: other-general

Based within the HR Department and with reporting line to the Talent Manager, the Staffing specialist will be responsible for ensuring accurate and timely reporting, providing insight and solutions to support the staffing activities. Responsibilities: Liaise with Partners/relevant stakeholders to understand staffing requirements and makes recommendations accordingly (based on business requirements, consultants skills, experience & preferences, utilization rates, visa requirements, client conflicts, etc) Communicate staffing allocation to consultants Create and distribute formal staffing communications to relevant parties Prepare weekly staffing meeting, KPIs, staffing dashboard and staffing forecast reports Run the bi-weekly pipeline meeting Own and update the staffing data entry & reports (i.e. weekly staffing report) Manages BDV allocations on a weekly basis Compile and present relevant CVs for project proposals upon request Update and maintain project codes across (except for the regulated business) In conjunction with the PRO, support consultants in obtaining necessary visas for their projects, alerting the wider staffing team of any delays, problems and proactively flagging potential issues Own the project wrap-up process, ensuring close coordination with other HR team members and the R&I Unit Coordinates the project kick-off process (scheduling agenda, minutes and follow up) Own and update Time Tracking/Utilization for all business lines Own and update Staffing information on intranet and induction presentations Perform other related duties as required to support the HR function within Delta Partners Manage the end to end Project Temperature Check cycle: pushing survey, sharing results, highlighting red flags to HRD and TMD Manage PTO (Personal Time off) requests system and report quarterly on PTO usage and risk Support on the performance management process, preparing

documentation and reports. Adhoc HR tasks based on varied business needs #LI-SS1
Qualifications & Skills: Bachelor's degree in Business Administration, Human Resources, or a relevant field (or equivalent experience). Proven experience in staffing, recruitment, or talent acquisition, preferably within the consulting or professional services industry. Proficiency in Microsoft Excel (Pivot table, VLookUp, Formulas) Ability to manage multiple deadline-oriented tasks Good organization skills Ability to work under pressure Additional Information
Job Family/Level: Core Operations Level 2 - Tier 2 Exempt or Non-Exempt?: Exempt
Compensation My Profile Create and manage profiles for future opportunities. At FTI Consulting, our goal is to attract, hire, acquire, develop and, most importantly, retain the best and most talented people in the world. As our company continues to grow, we remain focused on building and maintaining a strong culture of diversity and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin or ancestry, gender, age, marital status, sexual orientation, status as a qualified individual with a disability, status as a protected veteran, union affiliation, genetic information, sex, citizenship status, or any other factor prohibited by law.

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