

Talent & Culture Coordinator Jobs In Dubai UAE | Sofitel

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Responsibilities:

Responsible for the New Heartists onboarding process (T&C policies introduction, legal documents, locker allocation, job description, name badge, uniform, finger print, hotel ID etc.)

Process & Completion of employment visas, Medical, EID, change status, residence visa and all Heartists transactions related to Immigration under guidance of T&C Manager | IC Government Affairs.

Assist the T&C Manager | IC Government Affairs in processing of government related permits.

Assist the in charge of Payroll & Benefits in the payroll process by verifying attendance of all the departments, prepare and monitors Heartists PAF transfer/ promotions.

Responsible of preparing and issuing the E newsletter quarterly.

Requirements:

Strong oral and written communication skills (English & Arabic)

Ability to work effectively in a team environment and take initiative

Excellent interpersonal and communication skills.

Good working knowledge of computers

Degree or diploma in Hotel Management or equivalent

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