

Talent & Culture Supervisor Jobs In Abu Dhabi | Rosewood Abu Dhabi

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Company: Rosewood Abu Dhabi

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: other-general

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About the job

OVERVIEW/BASIC FUNCTION:

Responsible for the administration and maintenance of associates recruitment, associates benefits plans and associate relations functions. Provide support to the Talent & Culture Manager and Assistant Director of Talent & Culture.

RESPONSIBILITIES:

- Maintain complete knowledge of and comply with all departmental policies, service procedures and standards.
- Ensure that standards are maintained at a superior level on a daily basis.
- Provide support to Talent & Culture Manager and Assistant Director of Talent & Culture in different departmental projects.
- Assist in the organization of associate's engagement activities, department campaigns and events. Prepare flyers, posters and videos for such events.'

Requirement

Complete supply requisitions and submits to Manager; stock office supplies upon receipt.

- Maintain accurate files and communicate daily changes to Talent & Cultures Manager.
- Type correspondence, memos and reports. Maintain filing procedures.
- In the absence of the Training and T&C Administrative Assistant, prepares ID's and nametags for new employees and replacements for current employees.
- In the absence of the Training and T&C Administrative Assistant and/or when requested,

prepares communication coming from the Talent & Culture such as posters for events, birthday calendar, etc. Controls the preparation of monthly associates' birthday list and makes sure it is being distributed on time.

- In the absence of the Training and T&C Administrative Assistant, prepares all necessary documents in order to proceed with all internal recognition programs (Thank You Cards, Exceptional Extraordinary Awards, Moments of Magic, etc.). Follow-up as required and when needed with all concerned (HoDs and T&C Manager).

#J-18808-Ljbffr

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