

Center for Career Planning & Placement (CCPP)
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV253

Company Name: **Zaabeel Palace Hospitality, Dubai Government**

Company Type: Government



Job Position/Title:	HR Officer	Academic Major:	Human Resource Management & Development
Salary Range:	Competitive Salary	Years of Experience:	Fresh Graduate
Job Location:	Dubai	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	The Human Resource Officer is responsible for providing support and to control the various human resources functions, which include recruitment, staffing, training and development, performance monitoring and employee counseling. Also to ensure all HR related works are running smoothly and properly. Main Tasks: • Provide support to coordinates and staff to develop the skills and capabilities of staff. • Monitor staff performance and attendance activities • Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff • Provide information and assistance to staff and supervisors on human resource and work related issues. • Perform other related duties as required.		
Minimum Qualifications:	• Bachelor degree. • Management or any relevant degree. • Excellent oral and written communication skills. • Knowledge of MS Office, Windows OS. • Fluent in English, Speak and write.		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

To Apply, UAEU Graduates/Alumni should send their CVs to:
ZPH.Recruitment@zaabeelpalace.com / Land Line 04-3366667 – Ext 211 HRD
&
JN@uaeu.ac.ae

Please mention "**Job Reference No.: JV253**" in your email title in case we lost your information during filing.
Only doc/PDF/Zip files are acceptable

