

Talent & Culture Coordinator

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Company: Tanqeeb

Location: Manama

Category: business-and-financial-operations

Talent & Culture Coordinator

Mercure Grand Hotel Seef - All Suites Location Manama, Al 'Āşimah, Bahrain Category

Talent & Culture GRAND MERCURE Job Start Date : 11/01/

Job Start Date :

10/01/ Job Type Permanent JOB DESCRIPTION

Talent & Culture Coordinator

You are a multi-tasker and are able to work independently, performing a wide range of complex and confidential administrative duties to support your team. You communicate well with all contacts, anticipate and resolve issues, and update team your various projects.

What is in it for you:

Employee benefit card offering discounted rates in Accor worldwide

Learning programs through our Academies

Opportunity to develop your talent and grow within your property and across the world!

Ability to make a difference through our Corporate Social Responsibility activities, like Planet 21

What you will be doing:

Organize and implement administrative systems & procedures, and perform necessary support duties

Serve as a principal source of information for the team

Prepare and maintain your department's records

Your experience and skills include:

Excellent interpersonal and communication skills

Ability to prioritize work in an environment with multiple interests

Ability to handle complex and confidential information with discretion

Competency using a variety of computer softwares

Your team and working environment:

MERCURE

Grand Hotel Seef - All Suite Hotel in Seef is surrounded by the two biggest malls of Bahrain, Seef and City Center. It offers free Wifi, a bar, a terrace with Shisha, a spa and an outdoor pool. Each suite at the 4-star Grand Hotel Seef is designed in classical style.

Our commitment to Diversity & Inclusion:

We are an inclusive company and our ambition is to attract, recruit and promote diverse talent.

We are far more than a worldwide leader. We welcome you as you are and you can find a job and brand that matches your personality. We support you to grow and learn every day, making sure that work brings purpose to your life, so that during your journey with us, you can continue to explore Accor's limitless possibilities.

By joining Accor, every chapter of your story is yours to write and together we can imagine tomorrow's hospitality. Discover the life that awaits you at Accor, visit

Do what you love, care for the world, dare to challenge the status quo!

#BELIMITLESS

Diversity & Inclusion for Accor means welcoming each and everyone

and

respecting their differences by giving priority only to qualities and

skills in extending employment and development opportunities.

Our ambition is to provide meaningful employment, a warm and welcoming culture, excellent working conditions and to promote the development of all people, including those with disabilities.

Do not hesitate to let us know of any specific needs you may have so that we can take them into consideration.

Dubai, Dubai, United Arab Emirates Category Talent & Culture Talent & Culture Coordinator cum PA to GM. You are a multi-tasker and are able to work independently, performing a wide range of complex and confidential administrative duties to support your T&C and Executive...

Bahrain, Bahrain, Bahrain Category Talent & Culture Talent & Culture / HR Coordinator You are a multi-tasker and are able to work independently, performing a wide range of complex and confidential administrative duties to support your team. You communicate...

Washington, District of Columbia, United States Category Talent & Culture Popular Job Take lead on the overall management of the Talent & Culture office, including greeting and assisting colleagues, ensuring office supplies are kept up to stock, daily filing of documents,

ensuring the timely...

Dubai, Dubai, United Arab Emirates Category Talent & Culture Jakarta Raya, Jawa, Indonesia Category Talent & Culture Job Description . Talent & Culture Supervisor. A fantastic opportunity has become available for a talented and enthusiastic Talent & Culture Supervisor to join our dynamic team of HEARTISTs at Pullman...

Singapore, Singapore, Singapore Category Talent & Culture WHAT YOU WILL BE DOING. Job Purpose. This role is responsible for providing administrative support to the Senior Vice President, Talent & Culture, Southeast Asia, Japan & South Korea (SEAJK) as well as...

Jawa Tengah, Jawa, Indonesia Category Talent & Culture Job Description . Review and update Talent & Culture policies and procedures and other human resources materials. Monitor present and future trends in the local labor situation, social legislation and...

Sulawesi Selatan, Sulawesi, Indonesia Category Talent & Culture Popular Job Bangkok, Bangkok, Thailand Category Talent & Culture Job Description. Oversee several properties in Thailand within Novotel, Mercure and ibis Erawan portfolio. Manages Talent & Culture Department, ensuring compliance with all company policies and procedures

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