

Talent & Culture Specialist - Accommodation & Government Relations (Arabic)

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Company: Tanqeeb

Location: Bahrain

Category: business-and-financial-operations

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Do you have a heart to serve and love being part of a team? As a Talent Culture Specialist, you will be responsible for procurement of visas, renewals, medicals, and other governmental permits and licenses. Also, you will be facilitating the administrative & to ensure high standards of cleanliness, maintenance and comfort in team member's accommodation.

What is in it for you:

Employee benefit card offering discounted rates in Accor worldwide for you and your family

Learning programs through our Academies designed to sharpen your skills

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

Career development opportunities with national and international promotion opportunities.

What you will be doing:

ACCOMMODATION:

Maintain the cleanliness of the public areas, hallways, corridors and other areas of team's accommodation at all times.

Check daily maintenance logbook and follow up with the Building Maintenance Team and make sure the Heartists are satisfied with it.

Make sure all the facilities are operational and contact the suppliers for any repairing or replacement needed.

Ensure that all aspects of the accommodation meet hygiene and health and safety regulations.

Coordinate with the contracting company concerning all maintenance issues. Ensure that accommodation is clean, well maintained and attractively presented.

Coordinate with outsourced cleaning company/housekeeping team to maintain the hygiene standards to provide our Heartists a healthy environment.

Report incidents in the accommodation and inform the Talent & Culture Manager.

Arrangement of the accommodation for new Heartist's arrivals room cleanliness, all items

in place ... etc. with welcome pack items, welcome letter and check in formalities.

Ensures all comments related to Heartist's accommodation are responded to/acted on within established time frames.

Liaise with Hotel departments and external vendors to arrange laundry and linen supplies; repairs and maintenance; pest control; waste management; supervise the work of cleaning staff and ensure that standards are maintained at a superior level on a daily basis.

Maintain a safe environment, keep the peace, and act on any actual or potential violations of policies or law. Provide feedback to Talent & Culture Manager on all accommodation incidents.

Airport Pick up and drop off for the new arrivals and leavers.

Handle and control the Heartist's movements and shifting inside the accommodation.

Handle the Heartist's transportation with the suppliers according to the daily schedule

Follow up with the purchasing on pending items related to the Heartist's accommodation.

Initiate all the purchasing request for all shortage of the consumable items / maintenance items or any items need replacement.

Update all stores in the accommodation and ensure no shortage of needed items.

Prepare and maintain up to date inventory lists for all the store items in the

accommodation.

Control the Security Guards and make sure that they are following the rules and regulations and make sure that the safety of the Heartist's member is ensured.

Accommodation Inspection / Spot Checks as per the decided schedule for all the Heartists rooms to ensure the safety and hygienic and all the rules and regulations in the rooms are followed.

Organize & coordinate Heartist's engagement activities in the accommodation.

Initiate efficient roster for the Accommodation attendants and contract workers and review it as per the Heartist's Accommodation needs.

Perform all the jobs are assigned by the Talent & Culture Manager regarding the Heartists Accommodation.

Perform all duties and responsibilities in allotted period of time.

GOVERNMENT RELATIONS:

Responsible for all applications of visas and cancellations and deal directly with immigration department for visa matters for Heartists, management and their families.

Maintain good relations and visits to the owning company, immigration, health department, ministry of information, traffic police as well as all government departments and ministries

Provides assistance on police and court cases, immigration and labour issues and other related matters

Keep records of passports and visa expiry dates, inform Heartists in advance of passport expiry dates and extend/renew visas prior to expiry dates

Provides assistance on police and court cases, immigration and labour issues and other related matters.

Provides assistance in obtaining visas for travelling key personnel.

SUPPORTIVE FUNCTIONS

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the requirements of the company.

Ensure the safekeeping of all Heartists passports

Ensures that all food handlers are having occupational health cards and ensures that expiring cards are renewed on time

Maintain and update the police report in the system

Carry out the fire, safety and evacuation procedures as required by the hotel fire policy

Comply with hotel standards in relation to hygiene and personal presentation

Any other tasks assigned by General Manager or Talent & Culture Manager

Your experience and skills include:

Previous experience in a similar function from a luxury hotel or resort.

Able to speak, read & write (Arabic) -**required**

Fluent in English, local or other major foreign

Excellent interpersonal skill

Has a sense initiative and open-mindedness

Our commitment to Diversity & Inclusion:

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

Why work for Accor?

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**

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