

MERCURE

HOTEL

DUBAI BARSHA HEIGHTS

JOB DESCRIPTION

F/TC/26 Rev00

Job Title: HR-Intern

Level: N/A

Reporting to: L&D Manager

Department: T&C

Responsible for: L&D & T&C

Date: 08-10-2024

OBJECTIVE:

Every Mercure team member is a "Heartist". A Heartist represents Mercure's brand and its values, at all times. The Mercure Heartist will establish relationships and foremost, the Mercure Heartist will deliver an exceptional guest experience and promote the French Elegance.

Key Responsibilities

We are seeking a motivated and enthusiastic Human Resources Intern to join our team. This internship will provide valuable hands-on experience in various HR functions, including recruitment, employee onboarding, and HR administration. The ideal candidate is eager to learn, detail-oriented, and possesses strong communication skills.

What you will be doing?

- Assist in the payroll attendance, prepare posters flyers, team gathering, and employee's engagement activities.
- Support T&C team to addition & deletion of insurance & bank accounts etc.
- Support the onboarding process for new employees, including preparing orientation materials and conducting initial training sessions.
- Maintain and update employee records and databases.
- Assist in the development and implementation of HR policies and procedures.
- Help organize employee engagement activities and events.
- Conduct research on HR best practices and contribute to HR projects.
- Provide general administrative support to the HR team.

Your Experience and Skills

- Currently pursuing or recently completed a degree in Human Resources, Business Administration, or a related field.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Detail-oriented with excellent organizational skills.
- Ability to work independently and as part of a team.
- A positive attitude and willingness to learn.
- Ability to work independently and as part of a team.
- A positive attitude and willingness to learn

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Confidentiality

- Ensure confidentiality and secure storage of all intellectual property and data bases, both hard copy and electronic. Adhere to Accor Internet and Email policy
- Ensure Hotel, Customer and Staff information or transactions are kept confidential during or after employment with the company.

To be fully conversant with:

- Hotel fire procedures
- Hotel security procedures
- Hotel Health and Safety policy and procedures
- Hotel Facilities and attractions
- Hotel standards of operation and departmental procedures
- Mercure Appearance guidelines
- Mercure vision and its corresponding strategies
- Methods of accepted payment of the company
- Short and long term company marketing promotions

NOTE

This document reflects the job content at time of writing and will be subject to periodic change in the light of changing operational and environmental requirements. Such changes will be discussed with the job holder and the job description amended accordingly.

Heartist Name:

Head of Department Name:

Date:

Date:

Heartist Signature:

Head of Department Signature:
