

Organizational Development Assistant (Tamheer Trai

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Company: Dar Al Riyadh

Location: Al Khobar

Category: life-physical-and-social-science

Responsibilities:

The trainee will have a distinctive opportunity to get hands-on experience supporting the OD team to design & implement strategic programs.

Support in developing the internal communication system.

Support in designing, planning, implementing, and coordinating internal awareness campaign in the company.

Structure and write internal communication circulars, and other business documents

Support in planning, coordinating Knowledge Management systems and solutions.

Requirements:

A bachelor degree in HR, Marketing, Media, Journalism, or BA in English Literature.

Strong command of English (writing and speaking).

Business writing.

Communication skills.

Good computer skills, especially in Excel and PowerPoint.

Willingness to learn with a good attitude.

Quick learner.

Punctuality.

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