

United Arab Emirates Jobs Expertini®

Admin & HR

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Company: LiftLine

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

- * Implement and administer HR policies and procedures
- * Manage the recruitment and selection process, including preparing job descriptions, posting job ads, screening resumes, conducting interviews, and making job offers.
- * Manage and maintain employee records and databases
- * Handle employee grievances, complaints, and disciplinary actions.
- * Stay up to date with changes in employment law and ensure compliance with legal requirements
- * Manage office operations and ensure efficient and effective administration
- * Maintain office supplies and inventory, including ordering and stocking supplies
- * Manage office equipment, including maintenance and repairs
- * Answer and direct incoming phone calls and emails
- * Schedule appointments and meetings, and manage calendars
- * Coordinate travel arrangements and itineraries
- * Assist with event planning and coordination
- * Perform general clerical duties, such as photocopying, faxing, and mailing

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