

United Arab Emirates Jobs Expertini®

Benefits Administrator

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Company: IIQAFGROUP

Location: dubai

Category: other-general

Requirements Proven experience as the benefits administrator Solid understanding of different benefit plans (retirement, health & dental insurance etc.) and relevant regulations Experience with ADP human resource management is a plus Proficient in MS Office and/or HRMS system (e.g. Oracle) Understanding of data recording and analysis Excellent organizational skills Outstanding communication, interpersonal and negotiation abilities Attention to detail Reliable with adherence to confidentiality dictations BSc/Ba in business administration, human resources or relevant field

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