

United Arab Emirates Jobs Expertini®

HR Admin Executive Emiratisation

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Company: Integrated Solutions

Location: dubai

Category: other-general

Processing internal arrangements such as travel, training sessions, and team-building events. Maintaining internal records, which may include preparing, issuing and filing company documentation (e.g. sick leave, maternity leave, etc.). Communicating with recruiters and other external parties. Updating company policies and ensuring legal compliance. Acting as the first point of contact for all personnel queries. Setting up interviews and corresponding with prospective employees in a timely manner.

#J-18808-Ljbffr

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