

# United Arab Emirates Jobs Expertini®

## HR/Admin Executive Jobs In Dubai UAE 2023 | Delma Group

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Location: dubai

Category: other-general

## HR/Admin Executive Jobs In Dubai UAE 2023 | Delma Group

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Description: We are looking for an HR & Admin Officer to join our team and support the day-to-day activities of our Human Resources department: /

Responsibilities: Maintaining physical and digital personnel records like employment contracts and PTO requests

Update internal databases with new hire information

Create and distribute guidelines and FAQ documents about company policies

Gather payroll data like bank accounts and working days

Publish and remove job ads Requirements: Work experience as an HR & Admin Officer or similar role

Familiarity with Human Resources Information Systems (HRIS)

Basic knowledge of labor legislation

Experience using spreadsheets

Organizational skills #J-18808-Ljbffr

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