

United Arab Emirates Jobs Expertini®

HR Admin Executive – UAEHRA336

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Company: Wihra

Location: dubai

Category: other-general

We are looking for HR Admin Executive for Dubai UAE. Roles and Responsibilities Assist in recruitment process by sourcing screening short listing CVs scheduling interview and conducting tests if required Input new employee faculty data and maintain the personnel database in Software Maintain the personal records of employees faculty on matters such as letter of appointments employment contract leaves training performance appraisals etc Monitor regularly the attendance for all employees Faculty members and record all types of leaves requests Provide advice regarding local labour legislations and ensure the relevant of Bin Yaber HR framework is up to date accurate and complies with the current UAE labour law Process from AZ employees faculty members work permits employment visas as well as any other procedure is needed in relation to employees transferred employees terminated etc with reference to the criteria of immigration office Ministry of Labour and Tasheel Ensure UAE nationals are registered at General Authority for Pensions and Social Security Communicate all new laws or rules issued by government including review of prices Keep records of visas renewal labour contract labour cards health cards national ID and other related documents for all employees faculty members Prepare an accurate report of using the required petty cash dirhams and submit it accordingly to financial affairs Coordinate with insurance providers for the renewal and administration of medical insurance policy Ensure eligible employees faculty are enrolled in the appropriate category of the Health Insurance plan and respond to queries from employees in the areas served regarding their health insurance Maintain and update the medical insurance record between Employees and medical insurance company follow up medical claims and reimbursement Administer general service providers such as cleaning

company Security Company etc and maintain a record of their contracts if required Manage all maintenance work Response to other administration queries complaints and claims from different departments in support of daily operations in an accurate efficient and timely manner Submit accurate monthly report in relation to HR Administration duties Complete tasks as assigned within the expected time limit Maintains professional and technical knowledge by attending educational workshops reviewing professional publications establishing personal networks participating in professional societies Completes human resource operational requirements by scheduling and assigning employees following up on work results Work closely with the PRO to get employee MOL contracts residential visa Trade license renewals and any Government bodies related transactions Any other task assigned by HR Manager
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