

# United Arab Emirates Jobs Expertini®

## HR & Admin Manager – AUH Jobs in Abu Dhabi | Jetex Jobs

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## HR & Admin Manager – AUH Jobs in Abu Dhabi | Jetex Jobs

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### Description:

The HR & Admin Manager at Jetex is responsible for optimizing employees' performance to maximize business outcomes. This role is key in ensuring effective management of HR functions, including but not limited to Talent Management, Employee Contracts and Administration, HR Operations, Performance Management, Learning & Development, as well as Organizational Development.

### Job Responsibilities:

a-Oversee and manage HR activities such as recruitment and staffing, overseeing employee relations and managing administrative work.

b-Manage the leasing and fit out of office spaces, including expansion or renewal as required.

c-Work with IT to implement a ticketing system.

d-Support talent acquisition by performing tasks such as posting job listings, screening resumes, conducting interviews and managing recruitment portals.

### Job Requirements:

a-Bachelor's degree in Human Resources, Business Administration or any related field.

b-5+ years of experience in Human Resources and Administration

c-Knowledge of all HR functions#J-18808-Ljbffr

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