

# United Arab Emirates Jobs Expertini®

## HR Administrator - Bilingual

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Company: Al Nahiya Group

Location: abu dhabi

Category: other-general

Abu Dhabi, United Arab Emirates| Posted on 06/20/2023 Assist with all internal and external HR related inquiries or requests. Schedule meetings, interviews, HR events and maintain agendas. Prepare monthly payroll. Providing support to employees in all HR-related matters including compensation, benefits, leaves, promotions, and terminations. Maintaining accurate and timely employee records and preparing regular reports for management. Ensuring compliance with UAE labor laws and regulations. Excellent communication skills with the ability to communicate professionally and maintain a high level of confidentiality .

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