

United Arab Emirates Jobs Expertini®

HR Administrator

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Company: Georgia-Pacific LLC

Location: Dubai

Category: office-and-administrative-support

What You Will Do Provide day-to-day HR support to leaders in functional areas including, but not limited to talent acquisition, compensation, compliance, performance management, and career development. Serve as a resource for employees. Respond to questions regarding HR related topics including but not limited to the Infor myHR system, personnel information, company phone apps, and HR policies and procedures. Provide research, analysis, and data to assist in effective decision making. Bring forth new and innovative ideas to improve or resolve HR processes or issues. Assist key leaders with day-to-day administrative support, including but not limited to supply orders, mail distribution, and management of site purchasing card. Manage logistics for employee activities, appreciation luncheons, site visitors, and group meetings/training events. Review bi-weekly payroll and facilitate approvals utilizing Kronos (time entry system). Partner with corporate capability teams to escalate issues. Lead end-of-year payroll administration efforts (Kronos configuration updates, holidays, vacation accruals). Creation and administration of employee security badges. Oversee execution of workforce management updates (work rule/accrual profiles) and maintain Kronos schedule groups. Collaborate with corporate Public Affairs contact on site Charitable Contribution Plan and generate plant monthly newsletters. Administer site Records and Information Management (RIM) processes, including electronic filing of employment documentation. Assist with execution of site safety programs, including GP Drug & Alcohol testing program, prescription safety glasses, safety boots, training completion reports, uniforms, Down Day support, and wellness program. Stay connected with the needs of employees by being visible and regularly interacting with all personnel. Facilitate new hire

orientation and onboarding process. Be available for occasional travel on a limited basis (examples: training, recruiting events) Demonstrate written and verbal communication skills, including active, engaged listening. Demonstrate customer service skills and ability to work independently. Demonstrate trustworthiness, confidentiality, initiative, and flexibility. Demonstrate interpersonal, organizational, analytical, decision-making, and problem-solving skills. Who You Are (Basic Qualifications) 3 or more years of Administrative or Human Resources experience Proficiency in Microsoft Office suite of products (i.e., Word, Excel, Teams) What Will Put You Ahead Human resources experience in an industrial manufacturing environment Bachelor's Degree in Human Resources, Business, or related discipline PHR or SHRM-CP Certification Kronos (time entry system) experience Experience in Infor myHR system or similar HRIS system

#J-18808-Ljbffr

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