

## HR Administrator Jobs In Dubai UAE 2023 | Al Nadik Trading

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Company: Al Nadik Trading

Location: dubai

Category: other-general

HR Administrator Jobs In Dubai UAE 2023 | Al Nadik Trading

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Description:

We are looking for an HR Administrator to support our Human Resources department. You will act as the first point of contact for HR-related queries from employees and external partners.

Responsibilities

Organize and maintain personnel records

Update internal databases (e.g. record sick or maternity leave)

Prepare HR documents, like employment contracts and new hire guides

Revise company policies

Liaise with external partners, like insurance vendors, and ensure legal compliance

Create regular reports and presentations on HR metrics (e.g. turnover rates)

Answer employee query about HR-related issues

Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)

Arrange travel accommodations and process expense forms

Participate in HR projects (e.g. help organize a job fair event)

Requirements

Proven work experience as an HR Administrator, HR Administrative Assistant relevant role

Experienced with HR software, like HRIS or HRMS

Computer literacy (MS Office applications, in particular)

Thorough knowledge of labour laws

Excellent organizational skills, with an ability to prioritize important projects

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