

HR Administrator – Recruiter Jobs In Dubai | MPH

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HR Administrator – Recruiter Jobs In Dubai | MPH

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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 employees queries about HR-related issues

Requirements:

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

Experience with HR software, like HRIS or HRMS

Computer literacy (MS Office applications, in particular)

Thorough knowledge of labor laws

Excellent organizational skills, with an ability to prioritize important projects

Strong phone, email and in-person communication skills

BS in Human Resources or relevant field

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