

United Arab Emirates Jobs Expertini®

HR Administrator

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Company: Dubai Limited

Location: united arab emirates

Category: other-general

Category: Human Resources Career Level: Experienced (Non-Managerial) Experience: 3 Years
Required Qualification: Human Resource Experience Requires Traveling: No Salary: Salary Not disclosed Salary Type: Per Month Total Vacancies: 1 Skills: hr administrator administrative employee relations travel arrangements maintenance recruitments screening aspect process payments company policies regulations environment personnel documentation transportation performance payroll processing handling sourcing software

Description Job Summary: We are currently seeking a dedicated HR Administrator to join our team. The ideal candidate will be responsible for managing various HR administrative tasks, including workers' time sheet compilation, overtime review, and processing. Additionally, the HR Administrator will handle employee relations, HR administrative paperwork, travel arrangements, and maintenance of workers' records. Experience in recruitment and screening of profiles will be an essential aspect of this role.

Key Responsibilities:

- * Compile workers' time sheets, review overtime hours, and process overtime payments in accordance with company policies and regulations.
- * Manage employee relations by addressing inquiries, resolving issues, and fostering a positive work environment.
- * Handle HR administrative tasks, including maintaining personnel files, processing documentation, and managing HR-related paperwork.
- * Coordinate workers' travel arrangements, including booking tickets, accommodations, and transportation as needed.
- * Maintain accurate records of workers' information, including personal details, attendance, leave balances, and performance evaluations.
- * Assist with recruitment activities, including posting job vacancies, screening resumes, scheduling interviews, and conducting reference checks.
- * Ensure compliance with relevant labor laws, regulations, and company

policies in all HR-related activities. * Provide support to HR team members and assist with special projects or initiatives as needed. Qualifications and Skills: * Bachelor's degree in Human Resources, Business Administration, or related field preferred.* Minimum of (X) years of experience in HR administration or a similar role.* Strong understanding of time sheet compilation, overtime review, and payroll processing.* Excellent interpersonal and communication skills, with the ability to interact effectively with employees at all levels.* Proficiency in HR administrative tasks, including maintaining personnel records and processing documentation. * Experience in handling travel arrangements and coordinating logistics for employees preferred. * Familiarity with recruitment processes, including sourcing candidates and screening profiles. * Attention to detail and ability to maintain confidentiality with sensitive information.* Strong organizational skills and the ability to manage multiple tasks simultaneously. * Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and HRIS software. Job Specification Jackie Hernandez (Recruiter) is in search of talented and motivated individuals for the post of HR Administrator in the field of Human Resources in one of their office located in Abu Dhabi - United Arab Emirates. The ideal candidate should have human resource experience qualification and atleast 3 years of experience. The position require hr administrator, administrative, employee relations, travel arrangements, maintenance, recruitment, screening, aspect, process, payments, company, policies, regulations, environment, personnel, documentation, transportation, performance, payroll processing, handling, sourcing, software mandatory skills. This is a Full-Time morning shift job. Disclaimer: Vacancies.ae is an exclusive platform that ought to help jobseekers & employers to be joint. We restrict any endorsement that demand for money and strictly advice against sharing personal or bank related information. If you notice any deception or fraudulent, kindly send us an email at support@vacancies.ae.

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