

HR Analyst

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Company: TASC Outsourcing

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Job Description :

Our client is a Leading **Retail** company. They are now looking **HR Analyst** to join them.

Roles & Responsibilities:

Conduct basic analysis and promptly resolve the majority of inquiries and transactional requests, routes cases that requires escalation using the support tool i.e. ES portal

Responsible to communicate resolution after having received confirmation to employees that request issue is resolved, depending on types of requests.

Closely monitor WIP cases and ensure cases do not exceed the defined service levels

Ensure strong 'product' knowledge

Maintain up-to-date knowledge on policies, procedures & FAQs and share the gained knowledge & experience etc

Preference:

Prior experience as HR Analyst

Immediate Joiners

Visit Visa Holders/Sponsorship Visa Holders

Qualifications:

Bachelor's Degree preferred

Excellent command of both written and spoken English

Proficient in computer literacy.

Benefits:

Visa for Self

Insurance for Self

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