

HR Associate Jobs in Ajman University

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HR Associate Jobs in Ajman University

1- HR Associate (UAE Nationals Only)

Job: Full Time

Location: Ajman, UAE

Description:

The Human Resources Associate serves as the primary contact of the Office of Human Resources with other offices, deans, faculty members, and students; by responding to inquiries and satisfying all their needs. Coordinates, oversee, and/or performs a wide variety of support activities, secretarial services, and confidential assignments for the office.

Job Responsibilities:

Provides staff and office support for the office/college, that include screening and handling telephone communications, greeting and directing visitors, and dealing with administrative issues and inquiries as they arise.

Organizes and facilitates meetings and special events; schedules and coordinates dates and times, venues, attendance, agendas, and facilities; takes minutes, and provides administrative support and follow-up on matters arising from meetings.

Composes and prepares written documentation and correspondence for the office; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.

Assists in the scheduling and coordination of the manager's appointments and travel

arrangements.

Job Requirements:

Bachelor's degree in Business Administration, Human Resources Management, or equivalent.

At least 3-5 years of experience that is directly related to the duties and responsibilities specified.

Excellent written & spoken command of both English and Arabic languages.

Proficiency in using computer and Microsoft Office packages.

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