

## HR Business Partner Jobs In Sharjah | Nathan & Nathan

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HR Business Partner Jobs In Sharjah | Nathan & Nathan

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This role is pivotal in providing administrative support to the Human Resources department while also assisting executives in day-to-day tasks. The ideal candidate should possess strong organizational skills, discretion, and the ability to handle sensitive information with confidentiality.

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Responsibilities: Act as the primary point of contact between the organization and the external outsourced HR

Maintain and update employee records in compliance with data protection laws.

Provide administrative support to executives, including calendar management, meeting coordination, and travel arrangements.

Draft and proofread emails, reports, and other documents on behalf of executives.

Manage executive office communications, responding to inquiries and redirecting information as needed.

Maintain organized and up-to-date HR and executive files, ensuring compliance with record-keeping policies. Apply Also Lifeguard Jobs in Ajman | FAIRMONT

Requirement Bachelors degree in Human Resources, Business Administration, or related field preferred.

Proven experience in HR administration or executive assistance.

Excellent organizational and multitasking abilities.

Strong written and verbal communication skills.

Proficiency in MS Office (Word, Excel, PowerPoint) and HRIS software.

Discretion and the ability to handle confidential information.

Proactive and self-motivated with a strong sense of initiative.

Team-oriented and collaborative approach.

Exceptional attention to detail. Apply Also Abu Dhabi ports Careers – Walk In Interview – Get Employed Now Free 2023

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