

United Arab Emirates Jobs Expertini®

HR Contracts Administrator

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Company: Hala Kids

Location: dubai

Category: other-general

Housekeeping Co. is the market leader in recruitment and placement of full-time maids (live-in). The company established the largest residential training center for all newly onboarded maids in Dubai. Our Nanny Program ensures all prospective candidates are knowledgeable and qualified to be categorized as a nanny in Dubai. Job Responsibilities: Managing all Client after sales requests for Tadbeer 2 Year Visa process. Upholding Company Service Level Agreement and UAE Labour Law for Domestic Workers and ensuring workers are accounted for; have medical insurance, travel NOC's, return to the country, and have HR support when required. Preparing weekly, monthly, quarterly, and annual reports for senior management on status of current contracts & payment or as requested and reporting to senior management on any challenges due to changing legal requirements or company or client non-compliance with contracts. Quality assurance of the visa flow to ensure maximum service availability and performance for our customer's and ensure continual improvement in customer satisfaction. Propose different solutions outside of set parameters to address more complex day-to-day problems and ability to prioritize information for decision making use technical experience and analytical thinking. Assist in the delivery of effective compliance training, including introduction training for new employees and ongoing training for all employees where required. Qualifications: Bachelor's Degree preferably in Computer Science or Business Administration/ HR Management or similar. Minimum 2 years UAE Experience with exposure to HR and Visa Process, PRO workings, and Labor Law in UAE. Other experience in Contracts Management, Compliance, Customer Service or Para-Legal are beneficial. CRM Experience and Data Reporting. Proficiency in MS Office Suite. Professional English- largely

interacting with Clients with via email so must be very fast and efficient English typing. Company Benefits: Salary of AED 6,000-8,000 Fully funded Employment Visa, EID and Medical Insurance. Gratuity at the end of your service 30-days paid vacation and flight ticket allowance annually Professional and executive offices, 1-minute walk from metro stations #J-18808-Ljbfrr

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