

HR Coordinator Jobs In Dubai UAE 2023 | Confidential

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Description: We are seeking a talented and experienced HR Coordinator to join our team. As an HR Coordinator, you will be responsible for performing various HR-related duties, including but not limited to employee recruitment, on boarding, benefits administration, performance management, and employee relations. The successful candidate should possess excellent communication and interpersonal skills, and have a solid understanding of HR principles.

Requirements:

- Develop and implement effective recruitment strategies to attract and retain top talent

- Conduct pre-screening interviews and coordinate with hiring managers to schedule interviews with selected candidates.

- Manage employee on boarding process, including orientation, paperwork, and new hire training.

- Administer benefits program and respond to employee inquiries regarding benefit options, eligibility, and enrolment.

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