

HR Director-Jobs In Dubai UAE 2023 | MPH

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Description:

We are looking for an HR Director to support our Human Resources department. You will act as the first point of contact for HR-related queries from employees and external partners.

Responsibilities:

Organize and maintain personnel records

Update internal databases (e.g. record sick or maternity leave)

Prepare HR documents, like employment contracts and new hire guides

Revise company policies

Liaise with external partners, like insurance vendors, and ensure legal compliance

Requirements:

Proven work experience as an HR Director, HR Administrative Assistant or relevant role

Experience with HR software, like HRIS or HRMS

Computer literacy (MS Office applications, in particular)

Thorough knowledge of labor laws

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