

United Arab Emirates Jobs Expertini®

HR Executive Jobs in Dubai | Aramex Careers

[Apply Now](#)

Company: Aramex

Location: , Dubai, United Arab Emirates

Category: office-and-administrative-support

HR Executive Jobs in Dubai | Aramex Careers

Job Responsibilities:

Undertake a variety of HR administrative duties and projects as assigned.

Issues all types of letters received from employees within the standard timeline.

Maintains and updates records of personnel-related data in both hard copy files and the e-filing systems (soft copies on the shared folder) to ensure all folders contain complete documents as per the employment requirements in the UAE.

Administers medical insurance plans, including enrollments, changes, deletions, and claims management.

Job Requirements:

Fresh graduate or maximum 1 to 2 years of HR Experience.

Bachelor's Degree in Human Resources or related field.

Fluent in Arabic and English.

Solid Knowledge of MS Office tools (Excel, Word, PowerPoint, etc.).

#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

1. HR Executive Jobs in Dubai | Aramex Careers [Birminghamjobs Jobs , Dubai, United Arab EmiratesBirminghamjobs ↗](#)
2. HR Executive Jobs in Dubai | Aramex Careers [Trademethejobs Jobs , Dubai, United Arab EmiratesTrademethejobs ↗](#)
3. HR Executive Jobs in Dubai | Aramex Careers [Londonjobs Jobs , Dubai, United Arab Emirates Londonjobs ↗](#)
4. HR Executive Jobs in Dubai | Aramex Careers [OsakajobsJobs , Dubai, United Arab Emirates Osakajobs↗](#)
5. HR Executive Jobs in Dubai | Aramex Careers [Johannesburgjobs Jobs , Dubai, United Arab EmiratesJohannesburgjobs ↗](#)
6. HR Executive Jobs in Dubai | Aramex Careers [GuatemalajobsJobs , Dubai, United Arab Emirates Guatemalajobs↗](#)

7. [HR Executive Jobs in Dubai | Aramex Careers Colombiajobs Jobs , Dubai, United Arab Emirates Colombiajobs ↗](#)
8. [HR Executive Jobs in Dubai | Aramex Careers ProtectiveservicejobsJobs , Dubai, United Arab EmiratesProtectiveservicejobs↗](#)
9. [HR Executive Jobs in Dubai | Aramex Careers Ukjobscareer Jobs , Dubai, United Arab Emirates Ukjobscareer ↗](#)
10. [HR Executive Jobs in Dubai | Aramex CareersCraigsjobsJobs , Dubai, United Arab Emirates Craigsjobs↗](#)
11. [HR Executive Jobs in Dubai | Aramex CareersReferralrecruits Jobs , Dubai, United Arab Emirates Referralrecruits ↗](#)
12. [HR Executive Jobs in Dubai | Aramex CareersTeachingeducationJobs , Dubai, United Arab EmiratesTeachingeducation↗](#)
13. [HR Executive Jobs in Dubai | Aramex CareersTokyojobsJobs , Dubai, United Arab Emirates Tokyojobs↗](#)
14. [HR Executive Jobs in Dubai | Aramex CareersDermatologistjobs Jobs , Dubai, United Arab EmiratesDermatologistjobs ↗](#)
15. [HR Executive Jobs in Dubai | Aramex CareersThejobsnearme Jobs , Dubai, United Arab Emirates Thejobsnearme ↗](#)
16. [HR Executive Jobs in Dubai | Aramex CareersGeologyjobsJobs , Dubai, United Arab Emirates Geologyjobs↗](#)
17. [HR Executive Jobs in Dubai | Aramex CareersServicemanagementjobs Jobs , Dubai, United Arab Emirates Servicemanagementjobs ↗](#)
18. [HR Executive Jobs in Dubai | Aramex CareersDallasjobsJobs , Dubai, United Arab Emirates Dallasjobs↗](#)
19. [Hr executive jobs in dubai | aramex careers Jobs , dubai, united arab emirates ↗](#)
20. [AMP Version of Hr executive jobs in dubai | aramex careers ↗](#)
21. [Hr executive jobs in dubai | aramex careers , dubai, united arab emirates Jobs ↗](#)
22. [Hr executive jobs in dubai | aramex careers Jobs , dubai, united arab emirates ↗](#)
23. [Hr executive jobs in dubai | aramex careers Job Search ↗](#)
24. [Hr executive jobs in dubai | aramex careers Search ↗](#)
25. [Hr executive jobs in dubai | aramex careers Find Jobs ↗](#)

Source <https://ae.expertini.com/jobs/job/hr-executive-jobs-in-dubai-aramex-careers--dubai-united-arab-aramex-411-964274/>

Generated on: 2024-04-28 by Expertini.Com