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HR Executive Jobs in Dubai | Landmark Group Careers

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Company: Landmark Group

Location: dubai

Category: other-general

ResponsibilitiesManage the human resources information system – Oracle HRMS effectively and ensure that correct and complete information is entered and stored in the system for MAX UAE Territoryemployees.

Maintain attendance and absence / leaves for MAX UAE employees in TAMS as well as Oracle HRMS.

Advice and coordinate with payroll team regarding MAX UAE Territorypayroll confirmations and deductions on a monthly basis.

Coordinate with finance department for employee's settling allowance, joining advance, rental assistance and any other payments.

Ensure safekeeping of employees personal files of MAX UAE

Territory.Requirements:Bachelor's degree in human resources.

Minimum 5 years of relevant experience in human resources.

Additional training/certification in Payroll Management – may be advantageous.

Labor Relations certification – may be advantageous.

Experience as a Skills Development Facilitator – may be advantageous.#J-18808-Ljbffr

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