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Company: Landmark Group

Location: Dubai

Category: office-and-administrative-support

Responsibilities

Manage 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 Territory employees.

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 Territory payroll 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.

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