

# United Arab Emirates Jobs Expertini®

HR Executive Jobs in Dubai UAE 2023 | A3malouna

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Company: A3malouna

Location: Dubai

Category: office-and-administrative-support

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Description:

Responsible for managing the P&L and driving sales for the store through efficient store operations, visual merchandising, customer service delivery, motivation and retention of store personnel and adherence to company norms..

Job 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 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.

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