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Arthur Lawrence is urgently looking for an HR Executive for a client in Dubai. Kindly review the job requirements below. Your immediate application will enable us to place you successfully.

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Responsibilities Winner of the Entrepreneur 360 Award (2019).

IAOP Award; Ranked in the top 100 internationally.

Arthur Lawrence ranked within the Inc 5000 twice in 2016 and 2017 as one of the fastest.

Growing companies of America.

Named one of the top ten fastest-growing businesses in Houston in 2016.

Ranked 25th in the HBJ s Fast 100 Private Companies Award in 2017. Apply Also Marketing

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Requirement 5+ years of experience in Human Resources

Skilled in recruitment & selection process, onboarding / offboarding employees, employee data Management and developing HR Policies & Compliance

In depth knowledge of HR administration, training & development and employee relations

Expertise in assisting end to end recruitment process, including conducting initial screening, scheduling interviews, preparing job description / evaluation criteria & maintaining recruitment records and updating ATS

Hands-on experience in maintaining employee records / databases, HR Reports and

conducting new hire onboarding activities, background checks & exit interviewsApply Also  
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