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Location: Dubai

Category: other-general

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Responsibilities

Handle general HR administrative tasks, maintaining HR databases and employee records and generating HR reports and analytics.

Assist with the development and implementation of HR policies and procedures.

Maintain employee records in accordance with legal requirements and ensure compliance with labour laws and regulations.

Support the HR Manager and other departments with administrative and general operational tasks.

Handle employee inquiries and concerns regarding HR policies and procedures. Provide guidance and support to employees on HR-related issues, fostering a positive and inclusive work environment.

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Requirement

Prepare the documents for Employee Medical Insurance, including new additions and deletion of employee and their dependents.

Ensure documents and data are updated for internal use, DHA-related matters, and timely update of the track log, bills, etc.

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