

HR Generalist Jobs in Dubai | TikTok Dubai Careers

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Company: TikTok

Location: dubai

Category: other-general

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Description:

Join our TikTok HR team as an HR Generalist working with our METAP (Middle East, Turkey, Africa and Pakistan) teams. You will join a fast growing company and help shape

our TikTok people experience. This position will be responsible for general employee relations matters, people manager advice, on/off boarding, engagement programs, performance management approach, workforce planning and recruitment support.

Responsibilities:

Work closely with the Sr HRBP to support the overall business strategy by helping to identify, prioritise, and build organisational capabilities, behaviours, structures and processes through operational delivery.

Manage key recruiting, headcount documentation, onboarding, employee life cycle and related HRIS and offline requirements (Workday, other internal tools).

Advise individuals and people managers on employee relation activity such as probations, performance improvement plans, disciplinary processes and other business matters.

Requirements:

Knowledge of Local labor laws and HR compliance

3+ years of HR generalist working experience

MS Suite, HRIS, Workday and other technology platform tools proficiency

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