

HR Generalist

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Company: VHR

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Job Description

HR Generalist

The Opportunity: The ideal candidate for this role will be an experienced professional in the Human Resource Generalist discipline who supports HR Partners closely by providing HR services including but not limited to Recruitment, Employee Relations, Compensation and Benefits, HR Administration, and other HR projects and initiatives as required. This is a fixed term role for a period of one year. The candidate will report into the site HR Lead.

Duties and Responsibilities:

- Assists HR Partners to communicate and implement HR programs that support the business goals and drive results.
- Support in recruitment including preparation of Job Descriptions, scheduling of interviews, conduct telephone screening, and coordination with candidate throughout the recruitment process.
- Responsible for Visa, work permit and JAFZA applications, renewals, and cancellations through the JAFZA portal and ensuring all contracts, passports, visas, EIDs are tracked.
- Oversee Life and Medical Insurance additions, updating and cancellations.
- Create and issue offer letters, contracts, contract renewals and amendments and associated documentation in line with company-wide employment terms and conditions, and policies.
- Point of contact for all HR administration related activities during onboarding and offboarding process.
- Write and update local company policies, SOPs and handbooks and advocates

simplification and standardization of HR policies and processes.

- Assists in preparing HR related monthly reports.
- Support in payroll process through checking of input documentations and following up on administrative validation of employees' attendance on system.
- Co-lead and drive project processes and HR initiatives with the HR Team while proactively looking for new ways to improve wherever required.
- Filing and maintaining HR / employee information systems, both hard copy files and electronically, ensuring records are accurate and up to date with all key employment documentation uploaded on HRMS.
- Assesses a range of issues and employs critical thinking skills to focus on and deploy creative and fiscally responsible solutions to manage cost.
- Contributes to continuous improvement/lean initiatives to increase the efficiency and effectiveness of human resources management.
- Help in day-to-day operations with a wide range of HR and administration/ad hoc tasks such as: - Workday Transactions - Benefits plan enrollment document verification

Qualifications & Skills:

- Bachelor's Degree, recognized HR Qualification and/or professional accreditation preferred.
- At least 2 years' experience in a HR Generalist Discipline, including compensation practices, employee relations, diversity and inclusion, performance management, and respective employment laws in UAE.
- Current or previous experience working in JAFZA.
- Comfortable in dynamic, fast-paced and international environment with high energy level.
- Demonstrate outstanding organizational and prioritization skills to meet deadlines.
- Competent using IT systems, including Microsoft Word/Excel/Outlook, and ideally Workday.
- Excellent verbal & written communication in English.
- High level of commitment, initiative, attention to detail and able to deal sensitively and appropriately with confidential information.

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