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HR Manager Jobs In Abu Dhabi | Black Pearl Consult

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Company: Black Pearl Consult

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: office-and-administrative-support

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About the job

Our client is one of the reputed consulting services providing one-stop solutions for developing the business and organizational needs of their client. They are looking to hire a dynamic and experienced HR manager for their office operations based in Abu Dhabi. In this role, you will be responsible for developing and implementing Human Resource strategies and initiatives that align with the overall business goals and objectives.

Your responsibilities will also include:

Assist in the full spectrum of the HR function, including but not limited to recruitment & selection, compensation & benefits, performance management, and employee relations.

Lead the recruiting and talent acquisition such as writing and reviewing job descriptions, proactively sourcing high-quality candidates, reviewing and screening applicants, and scheduling interviews with the leadership team.

Assist in end-to-end processes related to internal training: distribute surveys, compile and maintain proper records, and gather feedback.

Administrative tasks including contracts, new system migrations, etc.

Maintain records of personnel-related data (background checks, onboarding, personal information, tracking/shipping of company equipment, etc.) in the database and ensure all employment requirements are met.

Calculate and maintain metrics such as turnover and churn rates.

Take charge of international work visa applications in collaboration with external experts.
Respond to internal and external HR-related inquiries or requests and provide assistance.
Conduct work reviews and change processes.
Assist with payroll and Ad-Hoc projects

Requirements

The ideal candidate will have the following:

Bachelor's degree in Human Resources or any related field.

Minimum of 5 years experience in Human Resources management, preferably in the UAE.

Proven work experience in setting up the HR department.

Hands-on experience in writing policies and procedures.

Strong knowledge of the UAE labor laws and regulations.

Excellent communication and interpersonal skills.

Strong leadership, management, organizational and analytical skills

Arabic speaking is an advantage

Willingness to handle the operations in the UAE (traveling within UAE locations)

This is a full-time position with 5 days of working (Monday to Friday) with competitive compensation and benefits package. If you are a results-driven marketer with a passion for events and social media, we encourage you to apply.

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