

HR Manager Jobs In Sharjah | Electra

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Company: Electra

Location: sharjah

Category: other-general

HR Manager Jobs In Sharjah | Electra

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Responsible of own and others Health and Safety

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Responsibilities Liaise with relevant line managers throughout the year to ensure the recruitment is initiated and conducted in a timely manner

Plan the sourcing of candidates in the most cost-effective way and manage the selection process for vacancies

Ensure the selection process for each vacancy meets the job competencies criteria

Screen, interview and shortlist key candidates

Assist line managers in the final hiring process

Ensure the on boarding and the induction of all new starters runs smoothly and effectively Apply Also Service Advisor (x2) Jobs in Sharjah | Al Futtaim

Requirement Implement new methods to improve the team's efficiency.

Ensure that policies and procedures are updated on a regular basis and implemented in the respective business units to ensure legal compliance and consistency

Follow up holidays planning for the whole year for all staff

Monitor the staff and workers payroll ensured by the HR coordinator

Maintain compliance with employment related laws and regulations

Maintain all employee files and demonstrate “best practices’ in regard to personnel information management
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