

United Arab Emirates Jobs Expertini®

HR Officer Jobs In Abu Dhabi | Reyada Home Health Care Services

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Company: Reyada Home Health Care Services

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: office-and-administrative-support

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About the job

Job Summary HR officers should display excellent organizational skills, good time-management skills, and the ability to multi-task in a fast-paced environment. An HR officer should possess remarkable conflict management and decision-making skills to ensure employee compliance.

Job Responsibilities

Preparing job descriptions, advertising vacant positions, and managing the employment process.

Orientating new employees and training existing employees.

Monitoring employee performance.

Ensuring that all employees are organized and satisfied in their work environment.

Overseeing the health and safety of all employees.

Implementing systematic staff development procedures.

Providing counseling on policies and procedures.

Communicating with staff about issues affecting their performance.

Ensuring accurate and proper record-keeping of employee information in electronic and digital format.

Monitor & control Leave management with the leave benefits.

Having experience in handling Staff complaints and grievances (Investigations).

Validating and auditing the staff documentation

Job Responsibilities

Bachelor's degree in human resources.

Minimum 3-5 years of relevant experience in human resources.

Additional training/certification may be advantageous.

Able to engage in meaningful negotiation and resolution.

Excellent verbal and written communication skills.

Protecting the interests of all employees.

Full understanding of HR functions and best practices.

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