

HR Officer Jobs In Dubai 2022 | Vice Keeper

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Company: Vice Keeper

Location: dubai

Category: other-general

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Job Responsibilities:

Assisting with payroll management, so employees receive their pay checks on time;

Managing new visas/visa cancellations and related queries;

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

Sourcing & researching profiles that match the hiring needs using various channels (Job boards, job posts, LinkedIn);

Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications;

Preparing recruitment report and updating the same on regular basis;

Prepare and maintain company salary structure, job documentation, and job evaluation systems;

Recommend, develop and schedule training and development courses;

Provide advice, assistance, and follow-up on company policies, procedures, and documentation;

Recommend, develop and maintain human resource databases, computer software systems, and manual filing systems;

Communicating with staff about issues affecting their performance;

Support the management of disciplinary and grievance issues;

Maintain employee records (attendance, EEO data etc.) according to policy and legal

requirements;

Job Requirements:

Bachelors degree / higher education qualification in Human Resources.

2-3 years experience in the Human Resources Department;

Broad technical knowledge of the laws and regulations surrounding human resources policies and practices in UAE;

Excellent human relations and people-sensitive skills with the ability to interact effectively with various levels of employees, including management;

Excellent written and verbal communication skills in English and Russian;

Strong organizational ability and attention to detail and accuracy;

Must be able to work under constant deadlines and have the ability to handle multiple duties;

Strong computer proficiency;

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