

United Arab Emirates Jobs Expertini®

HR Officer Jobs in UAE | National Food Products Company

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Company: National Food Products Company

Location: united arab emirates

Category: other-general

1- HR Officer

Job: Full Time

Location: UAE

Description:

The HR Officer is responsible for complete employee life cycle across the group in relation to onboarding, offboarding, employee benefits processing, managing location payroll & coordination in implementing of HR projects under the guidance from corporate HR and provide administration support in compliance with company policies.

Job Responsibilities:

Induction & Orientation of new employees. (HR policies, Camp policies, HRMS trainings, Application of insurance, Processing IT & Fleet requests)

Ensure that the on-boarding and initial trainings are well organized

Facilitate the employee's probation review process and ensure issuance of probation confirmation letter on timely manner

Coordinate and facilitate the performance improvement plan (PIP) with the line manager and employees, in instance where performance is below the expectation with the aim of ensuring fair process.

Job Requirements:

Bachelor degree

Must have work experience in UAE and knowledge of UAE Labor Laws

Analytical Reporting

5 years professional experience in HR at a Generalist level in a major company

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