

# United Arab Emirates Jobs Expertini®

## HR Operations (Senior) Expert

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Company: Roland Berger Strategy Consultants

Location: Dubai

Category: office-and-administrative-support

**Job Description** We are looking to hire a Human Resources Operations (Senior) Expert based in our Dubai office to lead the Middle East HR Operations team and activities. This role will report to the Middle East HR Manager and is a great opportunity to join a growing business and a passionate HR team. You will need to be based in Dubai and have prior relevant experience in the Middle East. **Your responsibilities:** Act as a point of contact for Roland Berger Middle East employees (400+ in our Riyadh, Doha, Manama, and Dubai offices), addressing their inquiries, concerns, and providing guidance on HR policies and procedures Collaborate with key business leaders and the Global team to align on policies and processes strategy Oversee activities related to the employee lifecycle, from pre-onboarding to offboarding (contracts, amendments, visas, relocation, etc.) Manage employee benefits programs such as health insurance, pension, leave management and employee welfare initiatives Ensure all expatriates residencies/visas are renewed and up to date. Provide guidance and maintain HR procedures and policies that comply with labor regulations and liaise with external partners (i.e., GOSI) Maintain accurate employee records and HR databases ensuring data integrity and confidentiality Manage HR Operations team members in our Dubai, Riyadh, and Doha offices Demonstrate strong business acumen and ability to learn about Roland Berger business **Qualifications** Minimum 8 years of HR experience preferably in the Middle East Thorough knowledge of HR practices, labor laws and regulations in the Middle East Excellent communication and written skills in English Demonstrated ability to handle confidential and sensitive information Outstanding organizational skills and attention to details Strong problem-solving and multi-tasking capability Comfortable in dynamic, fast-

paced and international environment with high energy level Demonstrate organizational and prioritization skills to meet deadlines Proactive, self-motivated, and willing to take initiatives Additional Information Are you a game changer who views a problem from several angles to envision the best solution? If this sounds like you, we would like to welcome you on board. If you have any questions, don't hesitate to contact me.

#J-18808-Ljbffr

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