

United Arab Emirates Jobs Expertini®

HR Services Associate

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Company: Azadea Group

Location: united arab emirates

Category: other-general

Job Description - HR Services Associate (HR 000086) HR Services Associate(Job Number: HR 000086) Description Maintain the Human Resources Management System (HRMS) by ensuring the continuous update of all HR transactions across all different system functions Schedule and organize meetings, prepare agendas, attend and take minutes of meetings Put in place an efficient filing/data retrieval system to ensure continual access to updated data Combine and summarize HR data, as well as draft various documents in order to support specific HR activities Review incoming mail/calls and redirect them accordingly Qualifications Bachelor's Degree in Human Resources or Business Administration or equivalent technical degree (TS) 0-1 year of experience in a similar field

#J-18808-Ljbffr

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