

## HR Services Associate

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Company: Azadea Group

Location: United Arab Emirates

Category: computer-and-mathematical

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

Bachelor's Degree in Human Resources or Business Administration or equivalent technical degree (TS)

0-1 year of experience in a similar field

Proficiency in MS Office

Initiative: level 1

Planning and Organizing: level 2

Teamwork: level 1

Attention to details: level 2

Change and Adaptability: level 1

Communication Skills: level 1

Customer Focus: level 2

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