

United Arab Emirates Jobs Expertini®

Human Resources Assistant

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Company: AE Hiring

Location: Dubai

Category: healthcare-practitioners-and-technical

We are seeking an experienced HR Administrative Assistant to assist and support management and the leadership team with handling and resolving Human Resources issues.

Responsibilities

Here are the main things they will do:

Assist employees with internal and external transfer requests and procedures.

Monitor and assist managers/supervisors with hiring processes and issues.

Coordinate and conduct applicant drug screens, reference checks, background checks, motor vehicle checks, and social security number verification.

Maintain applicant flow, drug screen, orientation and transfer request logs.

Create and maintain new hire and personnel files and enter them into Human Resources Information Systems.

Assist with orientation of new employees.

Monitor all hiring and recruitment processes for compliance with all local, state, and federal laws and company policies and standards.

Ensure accurate maintenance of all employee records and files

Qualifications

Here are the qualifications and skills required:

Previous relevant experience.

Excellent Computer skills.

Speak with others using clear and professional language; prepare and review written documents accurately and completely

Answer telephones using appropriate etiquette.

Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees.

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