

Human Resources Officer

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Company: School of Calligraphy & Ornamentation

Location: Fujairah

Category: healthcare-practitioners-and-technical

Please read the full post before applying. Arabic language is essential to this role.

Company Description

The School of Calligraphy & Ornamentation is a specialised art school located in Fujairah, UAE under the legal umbrella of Fujairah Fine Arts Academy. The school operates under the patronage of His Highness Sheikh Mohammed Bin Hamad Alsharqi, offering a unique opportunity for students to explore five core subjects: calligraphy, ornamentation (geometric and botanical), miniature, gilding and book making crafts.

Working Hours

10am to 6pm in-person in Fujairah

Role Description

Advertise jobs on appropriate sourcing channels, screen and shortlist candidates, schedule interviews and assessments, coordinate with the hiring managers, salary negotiations, offer issuance, and onboarding.

Ensure all post-joining employment formalities are carried out effectively, e.g., collection and maintenance of all mandatory pre-requisite documents.

Prepare and manage all types of HR contractual letters such as Employment offer, contract of employment, probation confirmation letter, disciplinary warnings, etc

Generate all employee related requests such as salary certificates, No objection certificates, Service letter, etc.

Coordinate post joining communication of new and exiting employees.

Create an efficient system for historical human resource records by maintaining a filing and retrieval system; keeping past and current records.

Update and maintain employee/candidate database until determined timeline as per company policy.

Coordinate with the PRO for all labor, visa and immigration requirements for employees.

Ensure leave management and generate leave reports when required.

Coordinate and maintain records of all employee benefits such as medical insurance, life insurance and annual leave ticket allowance.

Coordinate with the airline service provider for obtaining yearly airfare rates.

Maintain accurate records of employees and dependants on census list for medical insurance service providers.

Reconcile monthly payroll deductions and additions and effectively run the payroll system. Generate payroll reports.

Perform the exit formalities which includes preparing final settlements and obtaining final clearance for exiting employees.

Reconcile the labour and visa related invoices submitted by PRO with the credit card statement.

Assist in raising PRs for any HR related services.

Ensure all HR related activities in the ERP system is efficiently functioning.

Build HR forms through various platforms – MS Sharepoint, Adobe etc and roll out the same to employees to capture HR related information.

Support and contribute to HR initiatives particularly those involving system integration/ automation.

Able to keep upmost confidentiality of all private details.

Any additional tasks assigned by the Line Manager.

Requirements

Fluent in English and Arabic

Bachelor's Degree in Human Resources

5 year+ of HR Admin and payroll experience

Proven experience in a similar HR role, with a strong understanding of HR best practices and employment laws especially in UAE governmental roles

Expert in MSOffice and ability to use Apple products

Desirable

Knowledge in using Oracle software

Master's degree in a relevant field

Salary and Benefits

up to 12k AED per month

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