

Immediate Hiring for Domestic Workers Recruitment Manager

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Job Title: **Recruitment Supervisor**

Location: Ajman, United Arab Emirates

Salary: Negotiable (based on experience and qualifications)

Minimum Experience: 2 years in a supervisory role

Endorsement Certificates: Advantageous (from previous relevant job)

Recruiting and Governmental Services Center: Tadbeer

****Note: The candidate must be ready work or for relocation to Ajman. Arabic-speaking is a must.****

Responsibilities:

1. ****Team Leadership and Supervision:****

- Lead and supervise a team of recruitment officers at Tadbeer centers in Ajman, ensuring efficient and effective processing of domestic help recruitment.
- Provide guidance, support, and direction to the team for seamless processing of documentation, visa procedures, and related tasks.

2. ****Process Management:****

- Oversee the entire recruitment process, ensuring officers adhere to local regulations and guidelines set by Tadbeer centers.
- Monitor and streamline the processing of documentation, visa fees, medical screening, insurance, and biometric scanning for Emirates ID.

3. ****Training and Development:****

- Collaborate with Tadbeer centers to ensure officers receive appropriate orientation and training.

- Implement continuous training programs to enhance the skills and knowledge of the processing team.

4. **Compliance and Documentation Oversight:**

- Ensure that all recruitment activities comply with local laws and regulations as well as the policies of Tadbeer centers.

- Supervise the maintenance of accurate and up-to-date documentation related to the recruitment and visa process.

5. **Client Relations Support:**

- Assist in building and maintaining strong relationships with clients seeking domestic help, working closely with Tadbeer centers.

- Address client queries and concerns, providing support as needed.

6. **Negotiation and Contract Assistance:**

- Support officers in negotiating terms and conditions with clients, including salary packages.

- Assist in managing contract agreements and ensure compliance from all parties involved.

7. **Endorsement Certificate Verification:**

- Oversee the evaluation and verification of endorsement certificates from candidates' previous jobs to assess their suitability for recruitment.

8. **Reporting Coordination:**

- Collaborate with officers to generate regular reports on recruitment activities, including the number of successful placements, client satisfaction, and team performance.

9. **Continuous Improvement Advocacy:**

- Encourage officers to identify areas for process improvement and contribute to solutions to enhance the efficiency and effectiveness of the recruitment process.

Requirements:

- Proven experience in a supervisory role, demonstrating leadership and team management abilities.

- Arabic-speaking is a must.

- Familiarity with local labor laws and regulations.

- Excellent communication and negotiation skills.

- Attention to detail and a commitment to maintaining high-quality standards.

- Ability to adapt to a fast-paced and dynamic work environment.

Key Skills:

#Leadership #TeamManagement #ArabicSpeaking #RecruitmentProcess

#ComplianceManagement #ClientRelations #NegotiationSkills #DocumentationControl
#ContinuousImprovement #Adaptability #Tadbeer #Tasheel #Dubai #Ajman #United Arab
Emirates

If you have a solid background in supervision, are fluent in Arabic, and are ready to work in
Ajman OR for relocation to Ajman, please submit your resume

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