

# United Arab Emirates Jobs Expertini®

## Immediate Hiring For Domestic Workers Recruitment Manager

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Company: 1st-jobs.com

Location: Dubai

Category: office-and-administrative-support

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 to work or for relocation to Ajman. Arabic speaking is a must.

**Responsibilities:**

- 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.
- 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.
- 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.
- 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.
- 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.
- 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 [HERE](#) Remote Work :

No

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