

## Officer - Employee Relations & Offboarding

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Company: TASC Outsourcing

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

### Job Description :

Our client is into **Metals and Minerals Industry**. They are now looking for **Office Employee Relations & Offboarding** go join them.

### Roles & Responsibilities:

Advice areas and HR Business Partners on the recommended course of action for separations including resignations, end of contracts, terminations by company, redundancy/nationalisation and retirement.

Ensure complete separation activities are done accurately and on time to meet payroll and reporting deadlines

The accurate computation of full and final settlements for all leavers including items such as gratuity, repatriation benefits, leave entitlements and more

Ensures consistency in timelines and formats of letters, certificates and documents issued by the offboarding department.

### Preference:

Minimum of 2-4 years of experience in a similar role & SAP Successfactors

Ability to prioritize workload and demonstrate deliverables/outcomes.

Timely clearances required during emergencies

**Qualifications:**

Bachelor's degree in HR Management, Business Administration or equivalent.

Good Written/Verbal Communication

**Benefits:**

Medical Insurance

Visa

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**Cross References and Citations:**

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