

People Coordinator | Tradeling Dubai

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Company: Tradeling

Location: dubai

Category: other-general

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Driven by the purpose that everything we do, we do because we believe the future of trade is digital. We believe that the future is also now. The way we shape the future is by building a digital ecosystem, beautifully designed and simple to use. We give our users what they never thought they needed.

Tradeling.com is MENA's largest B2B marketplace delivering an exceptional experience to our customers and vendors. Founded in 2019 and backed by the Government of Dubai we are transforming the way business is conducted in MENA. With over one million SKUs across multiple categories ranging from office supplies, food and beverage, and consumer electronics. At Tradeling, we embrace the challenge to innovate on behalf of our customers and vendors connecting global and regional suppliers to MENA based demand.

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Responsibilities

Onboarding:

Coordinate and manage the onboarding process for new hires, including preparing necessary documents, conducting Onboarding calls, and ensuring a smooth transition into the organization.

Collaborate with various departments to ensure new hires have the necessary tools, resources, and information to succeed in their roles.

Develop and enhance onboarding materials and processes to improve the new hire experience.

Manage the comprehensive end-to-end visa processing procedure for new joiners, ensuring timely documentation submission and collaborating closely with the PRO.

Employee Life Cycle:

Timely updating accurate employee data into Tradeling HRMS.

Support all internal and external HR-related inquiries or requests.

Maintain digital and physical records of employees.

Ensure smooth communication with employees and timely resolution of their queries.

Maintain an active record of employee insurance data and working with internal and external stakeholders towards timely addition and deletion requests.

Support People Managers with monthly payroll by reviewing and consolidating accurate data.

Support with team projects, initiatives, and engagements such as brainstorming, collecting data, support with organization.

Offboarding:

Manage the offboarding process, including EOS calculations, system updates, and visa cancellation ensuring a positive departure experience for existing employees.

Work closely with IT and security to ensure timely revocation of access and adherence to data security protocols.

Requirements (Hard Skills)

Tech savvy and proficient working with data / excel.

Expertise in HRMS

Experienced in onboarding / offboarding process, visa process, new hire handholding

Requirements (Soft Skills)

Strong communication skills (written and verbal).

Strong interpersonal skills (get along well with anyone and are known for a friendly personality).

Ability to handle sensitive and confidential information with discretion and professionalism.

Proven ability to manage multiple tasks and deadlines with exceptional attention to detail.

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