

# United Arab Emirates Jobs Expertini®

## People Specialist- offboarding Jobs In Dubai 2022 | GMG

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Company: GMG

Location: Dubai

Category: other-general

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#### Description:

GMG is a global well-being company retailing, distributing and manufacturing a portfolio of leading international and home-grown brands across sport, food and health sectors. Its vision is to inspire people to win in ways that make the world better. Today, GMG's investments span across four key verticals: GMG Sports, GMG Food, GMG Health, and GMG Consumer Goods. Under the ownership and management of the Baker family, it has become a leading global company, affiliated with the world's most successful and respected brands in the well-being sector. Working across the Middle East, North Africa, and Asia, GMG has introduced more than 120 brands into its markets.

#### Responsibilities:

2-5 years process employee separation requests from HR Business Partners (HRBP) within business timelines

Preparing separation checklists on time and submitting to payroll for Final Settlement (FS) calculation

Must have good knowledge of the UAE & GCC labour laws to verify final settlement calculation

Handle employee/ex-employee queries on FS and visa cancellation or any other requests/queries

Ensuring employee passports are released post visa cancellation

Preparing documentation for termination cases that arise out of an employee's medical unfitness, death or disability at work and coordinate with Insurance, Travel desk and HRBP teams for case closure

Monitor and track employee's exit status for legal compliance

Review the FS for accuracy of information and employee benefits computation

Active participation in Employee services projects or any other HR team activity

Process active employee's visa renewals in coordination with their respective Line Managers for their confirmation on employee's renewal approval

Processing eligible employee's family benefit and visa for requests received from the employee

Coordination with GR team for visa/labour card cancellation, updating absconding and status tracking

Weekly update of exit trackers to the Team leader and preparing reports on MS Excel for dashboard, audit and other reporting requirements

Maintain high levels of integrity of data and information with absolute confidentiality

#J-18808-Ljbffr

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