

United Arab Emirates Jobs Expertini®

Recruiter

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Company: Taj Heez

Location: united arab emirates

Category: other-general

We are in an exclusive recruitment partnership with a leading engineering company in Abu Dhabi, our client is a multi-disciplinary operation that has built a name throughout the region in the engineering, and production of fast-track pop-up structures, 3D thematic builds, museum displays, commercial fit-out, and retail construction.

Responsibilities:

Manpower Planning and Recruitment/Selection

Coordinating with concerned HODs for maintaining periodic up-to-date Organizational Structures including a summary of Position/Grade wise approved versus actual headcount.

Assist in Job Analysis, Evaluation, and Grading.

Identification of vacancies and Recruitment planning in coordination with HRAD, HQO

Trade Licenses and relevant statutory compliances:

Applying and obtaining New Trade/other required Licenses and approvals as and when necessary

Renewal of existing Trade/Other Licenses/approvals.

Coordinating with concerned municipalities, Economic Departments, and other authorities for completion of all required statutory compliances related to Projects and normal operations.

Coordinating with Sponsor and Ministry of Human Resources and Emiratization and Immigration Authorities as and when required.

HRIS/Time and Attendance/Compensation and Benefits and Employee Records

Maintain required details on HRIS (HROPAL) system

Completion of all Time and Attendance related inputs (ie. Present/absent days, OT hours, etc.) are provided to HQO for processing the payroll of concerned employees.

Monitoring absenteeism and taking necessary action to minimize the same.

Learning & Development

Provide assistance in coordination and conducting of technical training by Company and other Contractors as and when required including planning, scheduling, and conducting of technical programs.

Identify technical/behavioral training needs of employees and coordinate with GHRAD for conducting the necessary training program.

Facilities Management and Administration

Assessing the requirement of Staff/Workmen accommodation in coordination with all concerned.

Ensuring enough accommodation is available to accommodate all eligible employees both existing and new and if required arranging to acquire additional accommodation within minimum lead time.

Complete all necessary arrangements, documentation, and statutory compliance including required certifications/inspections, for existing and new own/leased accommodation.

Requirements:

Recruiting experience in blue-collar and white-collar positions is required.

At least 05 years in UAE.

Ensure you are familiar with UAE labor laws.

Should know how to prepare Limited/Unlimited contracts.

The ability to design and implement HR policies is essential.

Must have a strong personality and take corrective actions against underperforming employees.
A thorough knowledge of the UAE's multiple job portals is essential.
Candidate must be either 30 or above.

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