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Resident Resource Executive Jobs In Dubai | Help AG,

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Location: dubai

Category: other-general

Resident Resource Executive Jobs In Dubai | Help AG,

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The Resident Resource Executive takes responsibility of coordinating for resources that are provided by Help AG to customers to join as part of their organization's IT security team, for a contractual period. The Resident Resource executive would take part in the entire resourcing lifecycle, starting with requirements alignment with customer, recruiting, onboarding, contracts, commercials, until offboarding or re-integration.

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Responsibilities

Day to day coordination with resource on various operational related activities.

Execute the entire lifecycle of resident resourcing (search, selection, onboarding performance improvement plans and offboarding).

Adverting open roles on company website and professional networking sites like LinkedIn.

Coordinate with external recruiters/agencies for sourcing candidates and initial shortlisting.

Coordinating with the customer and facilitating selection.

Coordinate security clearances and other onboarding pre-requisites gathering.

Monitor the onboarding of resources, coordinate with internal and external stakeholders to plan travel and accommodation, orientation, email ID and IT asset assignment and customer-site deployment.

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Requirement

Degree in Human Resource/ Business Administration / Information Systems / Computer Engineering or relevant industry experience.

Customer and team-focused attitude.

Active listener, with strong interpersonal skills with the ability to collaborate well with others.

Knowledge and understanding of the UAE Labour Laws, Immigration, MOHRE and CICPA requirements, procedures, and limitations.

Expert skills in the use of productivity tools such as Office 365, ITSM, HRMS Systems, etc.

Knowledge and understanding of the PMI Project Management Framework would be good to have.

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