

Sr. HR Operations Coordinator Jobs In Abu Dhabi | Star Services

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Manage onboarding, workforce management as per client needs.

Liaise with HR, PR, Admin and Facility team for mobilization and onboarding.

Manage Blue collar staff for ad hoc and long term client requirements.

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Responsibilities

Visit client and employees at regular intervals to check status of operations.

Grievance handling.

Provide periodic report of ongoing project and operations.

Develop and implement operational strategies.

Check status of accommodation and transportation arrangements for projects.

Timesheet collection and ensure timely submission of invoice

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Requirement

Bachelor's degree in HR / Business administration or equivalent

Proven track record and over 5 years of core experience in HR Operations, preferably within manpower outsourcing industry (white collar and blue collar).

Excellent communication skills.

Self-motivated and results-oriented, with the ability to work independently and as part of a team.

Experience in handling vendors for temporary staffing.

Ability to build and maintain client and employee relationships.

Familiarization of UAE labour law.

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