

## HR Assistant

### **Job Requirements**

- Bachelor's degree in human resources, Psychology, business, or a related field.
- 3 years of experience as HR Assistant- experience with reputed companies in UAE.
- Excellent knowledge of various HR Functions such as pay & benefits, Recruitment, on boarding, evaluation, Training & development etc.
- Good understanding of UAE Labor Law
- Proficient in MS office
- Outstanding organizational and Time Management Skills
- Excellent in Communication and interpersonal Skills
- Good decision-making skills
- Additional HR education and Certification will be a plus

- Direct and supervise all the activities of human resource department to achieve goals and direct changes as needed.
  - Develop and implement short and long-range HR plans.
  - Gather, interpret, and prepare data for studies, reports, recommendations and manage company payroll administration.
  - Coordinate HR Department activities with other departments and agencies as needed.
  - Provide professional advice to department heads and Company employees
  - Develop HR plans, policies and procedures and communicate to staff.
  - Prepare Manpower Budget
  - Present departmental and Company-wide human resources issues and recommendations requiring policy direction to company management.
  - Inject Company values into HR activities to effectively contribute in building and maintaining an energetic, productive and attractive work-environment.
  - In partnership with department managers, determine workforce needs, guide leaders through recruiting processes and compliance.
  - Manage the company performance management process. Implement performance management and ensure that all employees are informed and trained in the application of performance management model and system.
  - Monitoring and evaluating reporting results.
  - Help to facilitate the change management process through communication by assisting employees in understanding and supporting the organizational changes.
  - Facilitate discussions of employee and Company interests in meetings, committees, task forces and others on issues related to human resources policies and practices.
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