

Job Summary:

We are seeking a highly motivated and dedicated **HR Admin** with 2 to 3 years of experience to join our dynamic team. The ideal candidate will be responsible for supporting day-to-day HR operations, managing administrative tasks, and ensuring smooth HR processes within the organization.

Key Responsibilities:

- Assist with the recruitment process, including posting job ads, scheduling interviews, and maintaining applicant records.
- Manage employee records and ensure all documentation is up to date and accurate.
- Handle employee onboarding, including preparation of contracts, orientation, and induction programs.
- Support in processing payroll, benefits administration, and maintaining employee leave records.
- Maintain HR databases, ensuring compliance with company policies and legal requirements.
- Coordinate and manage employee performance appraisals, training programs, and development activities.
- Provide administrative support in employee relations, conflict resolution, and disciplinary actions.
- Assist with the preparation and submission of HR-related reports.
- Handle general HR queries and provide assistance to employees regarding HR policies and procedures.
- Ensure smooth communication between HR and other departments to foster a positive work environment.

Qualifications & Skills:

- **Gender:** Male candidates only.
- 2-3 years of experience in HR administration or a similar role.
- Strong knowledge of HR practices, policies, and UAE labor laws.
- Proficient in MS Office (Word, Excel, PowerPoint) and HR software.

- Excellent organizational, communication, and interpersonal skills.
- Ability to handle sensitive and confidential information with discretion.
- Attention to detail and strong problem-solving skills.
- Ability to work independently as well as part of a team.
- Strong time management skills and ability to multitask effectively.

Preferred Qualifications:

- A degree in Human Resources, Business Administration, or a related field is a plus.
- Experience in handling payroll and benefits administration.