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HR Manager

Description

You would be responsible to provide an efficient and effective administrative support across all HR processes to the HR function in a confident and sensitive manner. Experience in conducting training, resolving employee grievances, learning & development, performance appraisals, completing HR administration in accordance with employee related legislation and internal policies and procedures and maintaining complete HR database. Manages recruitment processes, on boarding experiences, exit management etc. This role is an ideal opportunity to gain experience in a fast paced environment which will give you ownership and exposure.

Qualifications

Minimum of 5 year's experience with relevant Bachelor's Degree in Human Resources or equivalent. Experience in FMCG/Tobacco industry. Candidate must demonstrate strong communication skills, analyze data, interpersonal skills and decision making. Aptitude in MS Office. Knowledge of Human Resource fundamentals is a must. Must be familiar with UAE Labour laws and policies.

A leading Sudanese Tobacco Manufacturing recently expanded in to United Arab Emirates.

Employment Type

Full-Time Regular

Job Location

Ras Al Khaimah

Date posted

July 15, 2019