

POSITION DESCRIPTION

Title:	Recruitment & HR Assistant	Location:	Abu Dhabi
Department:	HR and CS	Reports to:	HR & Corporate Services Manager
Salary:	Salary package		
Prepared by:	HR & CS Manager	Date:	February 2014

Overall Purpose:

To provide administrative support to the department with regards to HR function including recruitment administration. and all administrative requirements

Roles and Responsibilities

- Payroll Administration – Backup Support.
- Off Boarding/Exit Process Administration.
 - ✓ Facilitate/administer employee exit management (resigned/terminated/end of contract); exit interview & processes
 - ✓ Coordinates with PR Department the visa cancellation and other arrangements/government
 - ✓ Documentation requirements for resigned/terminated employees
 - ✓ Prepares final settlement/EOS benefits computation
 - ✓ Provide the Quarterly Leavers Report.
- Recruitment Admin Support Administration.
 - ✓ Monitors and response to Paramedic recruitment e-mails
 - ✓ Coordinates with concerned HR Assistant and HR Generalist on Accepting/assessing/checking and prepare applications for credentialing.
 - ✓ Coordinates with the concerned HR Assistant and HR Generalist to arranges clinical assessment and HR interview schedules & other recruitment related activities
 - ✓ Coordinate with HR Admin Assistant to ensure that the Recruitment documentation is prepared and organized for recruitment purposes and credentialing.

Conduct interviews for junior-level for Admin Support requirements.

- Perform other duties as required

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- A relevant qualification in HR or administration
- A minimum of two years' experience in an HR administration, preferably in the UAE
- Excellent computer skills, including Word and Excel in a Microsoft Windows environment
- Effective oral and written English communication skills
- General knowledge of UAE employment laws and practices
- Excellent interpersonal skills and ability to work in a team
- Able to exhibit a high level of confidentiality
- Excellent organizational skills
- Must be able to identify and resolve problems in a timely manner

Change Brief

Version No.	Date	Changes
1	September 2014	New PD
1.1	October 2014	Spelling Mistakes
2	September 2016	Updated Roles and Responsibilities
3	July 2019	Due to review no changes
4	January 2020	Updated the reporting line manager, department and overall purpose
5	February 2020	Updated designation added "HR", rewrite and Roles and Responsibilities, change "Prepared By"
6	July 2021	Removed some tasks and amended other areas

Review & Approval:

(Chief Administrative Officer)