

## POSITION DESCRIPTION

<b>Title:</b>	HR Assistant	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	HR	<b>Reports to:</b>	HR & CS Manager
<b>Prepared by:</b>	HR & CS Manager	<b>Date:</b>	August 2013

### Overall Purpose:

Assist the administration of the day to day operation of the HR department and ensure to accomplish the related task.

### Roles and Responsibilities

The HR assistant roles and responsibilities cover the following:

#### 1. Performance Reviews (All Staff )

- Receive hard copy forms.-
- Enter details in the Excel sheet (N drive, HR folder, Performance Reviews Register).
- Soft copy forms to be saving in the N drive, HR folder, Performance Reviews Register.
- Hard copy forms to be file in the personal staff folder.
- Provide an updated report of the performance records every Quarter.

#### 2. Disciplinary Records Updates (All Staff).

- Forms received are scanned and saved on N drive (N:\Corporate Services\Human Resources\Disciplinary Action)
- Excel sheet updated and saved the link
- Create folder for disciplinary if none created before
- Place file on personal folder
- If disciplinary has any payroll action, submit a copy to payroll

#### 3. HAAD/DOH Licenses Update ( All Operation staff )

- DOH/HAAD scanning (to be actioned ASAP, once received):
- Save the DOH/HAAD on file on NDrive
- Update it on the ERP system
- File in the employee's hard folder

#### 4. Visa Renewal backup support – act as HR Assistant – GR/Emiratization employee when needed to support and ensure employees visa are renewed within a timely manner.

- Will be shadowing the HR Assistant – G/Emiratization to learn this task process.
- Will be working closely with PR team to ensure the smooth transaction of the visa renewal.

#### 5. Passes Application New and Renewal (All Operation staff).

- Renew and apply for new Passes when required.
- Will be working closely with the PR team to ensure the smooth transaction of the passes renewal.
- Provide the HR & CS Manager with updated passes weekly report.

#### 6. Administration Tasks:

- Coordinate with the recruitment function to get the requirements to apply for the Pre Government Security Approval Application
- Respond to any staff queries.
- Perform other duties as directed.

**7. Pension:**

- Coordinate with the HR Officer for payroll details of UAE and GCC staff monthly.
- Update the pension excel template accordingly
- Update the pension word template with the company and employees' share accordingly
- Obtain HR and CS Manager, CAO, and Finance approvals on the pension word template
- Maintain a copy of the signed document
- Upload the excel template for monthly contribution on the pension website monthly
- Send the required documents to the concerned pension Representative for UAE and GCC.
- Ensure all pension applications for new joiners/leavers to be submitted within 5 working days.
- Ensure the monthly contribution is submitted by the 20th of each month or earlier, especially if the 20th falls on weekends or public holidays.

**QHSE and BC :**

Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) 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

Chief Administrative Officer

**Change Brief**

Version No.	Date	Changes
1	2011	New Document
2	January 2012	Additions: Added Band, Expenditure level, and minor changes, see individual attached
3	August 2013	Complete update of PD
4	August 2016	Updated reporting line
5	July 2019	Due to review no changes
6	November 2019	Updated Reporting Line Manager and Department
7	January 2020	Rewrite the Overall Purpose, Rewrite the Roles and Responsibilities Changed "Prepared By:"
8	June 2021	Added Pension task
9	August 2021	Changed the overall purpose statement, added PSG and other minor relevant updates

Review & Approval:



HR Assistant  
August 2021



HRP531  
Version 9

(Enter final approver title here)



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August 2021



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Version 9