

POSITION DESCRIPTION

Title:	HR Generalist	Location:	Abu Dhabi
Department:	Human Resources	Reports to:	HR & Corporate Services Manager
Prepared by:	HR & Corporate Services Manager	Date:	June 2021

Overall Purpose:

To provide Human Resources services and support in the HR Department and mainly focus on HR day-to-day operations administration, recruiting, on boarding, employee relations, compliance, and other HR-related work. Also to assist the HR & Corporate Services Manager when required.

Roles and Responsibilities

Recruitment

- Work closely with HR & Corporate Services Manager and the Recruitment Assistant to analyze staffing requirements for Emergency Medical Technicians or any entry-level positions bases on the experience, skills, and education.
- Monitor and respond to recruitment e-mails related to the designated recruitment scope.
- Review, shortlist CVs, accept, assess, check and prepare potential applications for credentialing.
- Coordinate with HR Admin Assistant to ensure that the applicant's documentation is prepared and organized for recruitment purposes and credentialing.
- Coordinates with Education Department to arrange clinical assessment when required.
- Organize HR interview schedules & other recruitment-related activities.
- Perform other related work related to the designated recruitment scope.

On-Boarding

- Organize and manage all new employee onboarding and departmental onboarding scheduling.
- Coordinate with HR Admin Assistant to ensure that the new joiners' welcome packs are prepared and reviewed.
- Organize and manage the new joiners employee records and paperwork
- Organize and manage the new joiners' probation records, contact the managers prior to completing joiners' probation for assessing and evaluation, prepare the relevant documentation related to probation.

Medical Insurance Administration

- Ensure all Medical Insurance addition and deletion are submitted on time and complied with laws and regulations.
- Submit the medical insurance pay deduction notification to the HR Officer and Finance on time for any deduction related to staff dependents.
- Perform all other medical insurance-related tasks.

Employee Relation

- Work closely with HR & Corporate Services Manager on ER-related concerns.
- Prepare all ER and disciplinary actions-related documents.

Off Boarding Back up.

General

- Assist the HR & Corporate Services Manager during the departmental report, preparation dashboard, and other related tasks.
- Assist the HR & Corporate Services Manager during the review and enhancement of related policies, processes, .etc.
- Work closely with HR and Corporate Services department team members to enhance and simplify the process when necessary based on trends and best practices and ensure compliance with the organization's policies and procedures.
- Maintain confidentiality and compliance with laws and regulations and the applied standards.
- Perform other duties requested by the line manager when needed.

QHSE:

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

Professional and Academic Expertise

- Must hold a bachelor's degree in human resources, business, or a related field, or extensive prior experience in human resources
- Accredited Human Resources certification is a plus.
- Minimum 8 years of experience in human resources positions.
- General knowledge of UAE Employment Laws and best practices
- Strong interpersonal, written, and professional communication abilities
- Excellent critical thinking, evaluation, and analytical skills
- Excellent computer skills, knowledge of Human Resources Information Systems, Excel and demonstrated skills in database management and record-keeping
- Organized and efficient in daily tasks

Reviewed by:
HR & Corporate Services Manager

Change Brief

Version No.	Date	Changes
Version 1	July 2021	New PD replacement to Senior Recruitment Officer PD

Approved by

Chief Administrative Officer