

POSITION DESCRIPTION

Title:	HR Assistant – GR/ Emiratization	Location:	Abu Dhabi
Department:	HR and Corporate Services	Reports to:	HR and Corporate Services Manager
Salary:	Salary package	Band:	2
Prepared by:	HR and CS Manager	Date:	Jan 2020

Overall Purpose:

Provide all HR administrative functions including recruitment and any administrative work related to Emiratization.

Roles and Responsibilities:

Human Resources:

Employment Contract –

1. Prepare New/Renewal Contracts
2. Update All Contracts in Fusion
3. Prepare any type of Amendment Letter,
4. Notify the HR Officer with any changes should be reflected on monthly payroll.

Visa Renewals Process (All Staff).

1. Send Email Notification to concerned employees.
2. Book appointment prior 2-3 weeks of the visa expiry date.
3. Request/Receive all the necessary documents
4. Liaise with Graphic Designer to take a photo.
5. Original Medical Receipt to be submitted to Finance Department Representative.
6. Liaise with PR Team to ensure the process going smoothly within timely manner.
7. Renewed visa to be saved on employee file (soft /hard) and update fusion system and visa renewal excel sheet accordingly.
8. Liaise with corporate driver to ensure the collection of the Emirates ID.
9. Renewed Emirates ID to be saved on employee file (Soft/hard) and update fusion system and Emirates ID renewal excel sheet accordingly.

Updating Passport Register

1. Received copy to be saved on employees files (soft/hard).
2. Update fusion system and passport renewal register excel sheet

Hotel and Flight Booking

Recruitment:

1. Provide administrative assistance for recruiting both internally and externally
2. Provide administrative services with pre-deployment, on-boarding, and induction
3. Post and maintain job advertisements on LinkedIn and TAAM website
4. Attend and represent the company in career fairs

5. Maintain recruitment database and recruitment status reports
6. Manage and collate job applications, and responses to all applicants within a timely manner
7. Screen and short list candidates for interviews
8. Arrange and schedule interviews with candidates
9. Conduct interviews with candidates, when and as required
10. Ensure completion of all recruitment processes and documentation as per the recruitment standards and processes including employment approval form and reference check verification.
11. Ensure all required recruitment and employment pre-approvals are obtained

Emiratization

1. Provide all the administrative work related to Emiratization when needed.

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
- Minimum 1 years' experience
- Good command of both Arabic and English essential, written and spoken
- Good computer skills, ability to type emails
- Demonstrate excellent communication and interpersonal skills
- Ability to communicate verbally via telephone, and via email
- Demonstrate excellent customer service skills
- Ability to work in a fast pace multicultural environment

Chief Administrative Officer

Change Brief

Version	Date	Changes
1	Jan 2020	New PD