

TECHKNOWLEDGE GENERAL TRADING LLC -DUBAI
HR AND OFFICE ADMINISTRATION MANAGER JOB DESCRIPTION

Title:

HR and Office Administration Manager

Location:

Dubai, UAE

Purpose of the Position:

The HR and Office Administration Manager is responsible for managing all the administrative activities that facilitate the smooth running of the office.

Scope of the Position:

The HR and Office Administration Manager will report to the Director - People & Culture and a dotted line to the Legal Counsel. Duties include maintaining office services and efficiency, supervising employees, and maintaining office records.

Job Duties:

The HR and Office Administration Manager will:

- Maintain corporate files both internally and with government authorities (licenses, registrations, etc).
- Maintain office services by organizing office operations and procedures; controlling correspondence; designing and maintaining filing and record management systems.
- Assist in maintenance and management of employees by assisting in the recruiting, selecting, orienting, disciplining of employees as well as assisting in the design, implementation, and management of the job performance evaluation system.
- Manage personnel files both internally and with government authorities (including the execution of residence visa applications/cancellations) and ensure such files are up to date and secure; assist in the preparation of employment agreements (employment contracts, training agreements, annual compensation letters, etc); implement and manage employee attendance system; assist in the management of employee relations/communications.
- Execute onboarding process.
- Manage HRIS. And extract required periodical reports.
- Update/ maintain job descriptions and ensure acknowledgement.

- Manage Vacancies posting, and processing interviews.
- Manage HR filing on company's SharePoint and ensure update of policies.
- Maintain office efficiency by planning and implementing office systems, layouts, and supplies and equipment procurement.
- Design, implement and/or promote internal policies by establishing standards and procedures (including the Code of Conduct, employee handbook, office circulars, etc); measuring results against standards; making necessary adjustments.
- Submit periodical reports on HR functions
- Manage, record, and oversee office resources (including use of conference rooms, drivers, etc) and expenditures.
- Manage travel arrangements (both internal staff travel and supplier/publisher travel).
- Manage and maintain all company insurance policies.
- Manage corporate functions/events and exhibitions and conferences.
- Contribute to team effort by accomplishing related results as needed.
- Work with stakeholders to administer assignments related to legal department (process renewal of company license. etc)
- Perform other related duties as required.

Qualifications:

1. Bachelor's degree in Business Administration.
2. HR diploma or equivalent.
3. 6 or more years of general administrative assistant experience, including 3 years of HR administration experience are required.
4. Proficiency in using HRIS
5. Good Knowledge of Labor Law in countries of operating branches.
6. Demonstrate high level of communication skills verbal and written.