



AL FARIS

Position: HR COORDINATOR	
Qty required: Open	Work location: UAE, DXB
Min. years of experience: 03-05	Age limit: 25 to 30

Our company is looking for a HR Coordinator with experience in the HR to join our team.

1. JOB PURPOSE:

Looking for experienced HR coordinator

2. QUALIFICATION:

Bachelor's degree/Any Related Qualification

3. EXPERIENCE:

Min 3-5 years

4. LANGUAGE SKILLS:

English (Read, Write & Speak) & Hindi

5. RESPONSIBILITIES AND DUTIES

- Should be able to handle Probation confirmation
- Employees files creation
- Knowledge of HRMS system
- Payroll verification
- Creating & updating new files of employees
- Employee ID creation in AL Faris database
- Others

Those interested kindly forward CVs to jobs@alfarisuae.com