



AL FARIS

Position: HR ASSISTANT	
Qty required: Open	Work location: DXB, UAE
Min. years of experience: 02	Age limit: 25 to 30

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

1. JOB PURPOSE:

Looking for experienced HR Assistant

2. QUALIFICATION:

Bachelor's degree/Any Related Qualification

3. EXPERIENCE:

Min 2 years

4. LANGUAGE SKILLS:

English (Read, Write & Speak) & Hindi

5. RESPONSIBILITIES AND DUTIES

- Assisting with day-to-day operations of the HR functions and duties.
- Providing clerical and administrative support to Human Resources executives.
- Compiling and updating employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc)
- Deal with employee requests regarding human resources issues, rules, and regulations
- Support other functions as assigned.

Those interested kindly forward CVs to jobs@alfarisuae.com