



AL FARIS

Position: HR COORDINATOR	
Qty required: Open	Work location: DXB, UAE
Min. years of experience: 02-04	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 2-4 years

4. LANGUAGE SKILLS:

English (Read, Write & Speak) & Hindi

5. RESPONSIBILITIES AND DUTIES

- Knowledge of HRMS system
- Respond to internal and external HR related inquiries or requests and provide assistance.
- Payroll verification
- Should be able to handle Probation Confirmation
- Strong ability in using MS Office
- Creating & updating new files of employees
- Should be able to handle On-boarding process.
- Support other functions as assigned.

Those interested kindly forward CVs to jobs@alfarisuae.com