



AL FARIS

Position: HR EXECUTIVE	
Qty required: Open	Work location: DXB, UAE
Min. years of experience: 03-05	Age limit: 27 to 32

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

1. JOB PURPOSE:

Looking for experienced HR Executive

2. QUALIFICATION:

MBA

3. EXPERIENCE:

Min 3-5 years

4. LANGUAGE SKILLS:

English (Read, Write & Speak) & Hindi

5. RESPONSIBILITIES AND DUTIES

- Proven work experience as an HR Executive.
- Good knowledge of labour legislation (particularly employment contracts, employee leaves and insurance)
- Experience with full cycle recruiting.
- Demonstrable leadership abilities.
- MBA in Human Resources Management or relevant field.
- Familiarity with Human Resources Management Systems and Applicant Tracking Systems.
- Solid communication skills.
- Strong ability in using MS Office.
- Support other functions as assigned.

Those interested kindly forward CVs to jobs@alfarisuae.com