

Center for Career Planning & Placement (CCPP)
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV391

Company Name: Kawader Sports LLC

Company Type: Private

Job Position/Title:	HR & Administration Officer	Academic Major:	Human Resource Management & Development
Salary Range:	Competitive Salary	Years of Experience:	2 Years of experience
Job Location:	Abu Dhabi	Job Type	Full-time
Nationality:	Only UAE Nationals	Gender	Male or Female (Both)
Job Description:	JOB PURPOSE: To provide generalist HR support across Kawader Sports and support the General Manager and Training & Development Supervisor on delivering seamless HR Policy and procedure across the organization. PRINCIPAL ACCOUNTABILITIES: - Generates, issues, and manages all personnel records (including creation and management of employment contracts) ensuring that accurate employee files are created and maintained and that all relevant employee information is communicated to the Finance Officer for payroll purposes . - Manages all employee information including, but not limited to, salary and benefits information, time and attendance, payments and/or deductions and ensure accurate and timely information is communicated to Finance Officer as appropriate. Responsible for generating documents, letters and other records in relation to this information. - Provide support and advice to General Manager, Training and Development Supervisor and staff in all matters relating to HR, including, but not limited to, advice on, employee relations, manpower planning, performance and disciplinary / grievance issues, and employment changes . - Implement and ensure compliance with HR policy and procedure, providing advice and guidance where required to drive best HR practice and to protect individuals and the business from risk. - Responsible for all ad-hoc administrative processes, including, but not limited to, ordering of office supplies, management of document filing and storage, general office repair and maintenance, responding to all general inquiries - Keep across developments in employment law and communicate the impact upon key HR and business practices		

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

	- Working with managers to achieve full participation across the business for performance management (i.e. annual objective setting and development plans.) - Assist in the collation, verification and presentation of key HR Management Information reports. - Provide support to senior managers with any recruitment requests / selection process. - Assist with any other project work and any other duties required by senior management
Minimum Qualifications:	- Bachelor Degrees. - Arabic Speaking with excellent English Language - Strong interpersonal skills with the ability to communicate using many different styles - Strong organizational skills – ability to multi task and prioritise workload - Fast and responsive – working to strict deadlines - Excellent attention to detail - Resourceful - Ability to work on own - Team Player – maintain close working relationships with all other employees of the business - Ability to listen and a willingness to learn - Utmost discretion when dealing with all sensitive and confidential information - Results and achievement oriented to high standards, ability to work under pressure - IT literate with excellent attention to detail
No. of Positions Required:	1
Job Close Date:	Open Until Filled

To Apply, UAEU Graduates/Alumni should send their CVs to:

Omar.Alburiki@Royalgroupuae.com

JOB NAVIGATOR

Locating Your Career Path

