

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

Job Reference No.: JV404

Company Name: Advanced Integrated Systems

Company Type: Private



Job Position/Title:	Employee Relations Coordinator	Academic Major:	Human Resource Management & Development
Salary Range:	According to the qualification	Years of Experience:	0-1 Year
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	"Only UAE Nationals"	Gender:	Male or Female (priority for male)
Job Description:	Job entails providing guidance, support, and coordination in the consistent and effective application of policies, procedures, and practices of Human Resources department. The main responsibility of ER coordinator is to assist the ER manager in every aspect of human resources by responding to any mail queries of employee. Most ER coordinators assist the administration including updating, filing spreadsheets, reference checking, invoicing, and issuing of letters and contract		
Minimum Qualifications:	Good in English, Computer Skills, Communication Skills		
No. of Positions Required:	1		
Job Close Date:	September 2013		

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

AISHR@a-i-systems.com

JOB NAVIGATOR

Locating Your Career Path

