

Center for Career Placement & Alumni
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.: JV522

Company Name: Al Jaber Group



Company Type: Private

Job Position/Title:	HR Officer	Academic Major:	Human Resource Management & Development
Salary Range:	Competitive Package	Years of Experience:	Fresh Graduate or 2years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE National	Gender:	Both
Job Description:	Duties and Responsibilities Tasks: - maintaining employee records; - interpreting and advising on employment law; - dealing with grievances and implementing disciplinary procedures; - planning, and sometimes delivering, training, including inductions for new staff; - Providing advice to manager's and employee's regarding HR issues and Employee Relations - Coordinating with the relevant Hr divisions for employee on boarding Key Results/Outcomes: - Policy and procedures. - Induction process		
Minimum Qualifications:	Bachelor Degree.		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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

emiritization@aje.ae

