

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

Job Reference No.: JV616

Company Name: United Arab Emirates University



Company Type: Government

Job Position/Title:	HRIS Specialist	Academic Major:	IT / MIS
Salary Range:	8000-18,000 AED	Years of Experience:	Fresh graduates or with experience 2 years)
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	Any Nationality	Gender:	Both
Job Description:	• Provide support to HR Advisors, Generalist and Helpdesk on all HR Systems related issues • Support system enhancement and implementation projects • Test and troubleshoot HRIS Banner problems and issues • Support data audits and any subsequent data cleansing exercises • Support development of HR system training materials and programs for HR staff and other departments • Maintain system data accuracy and ensure compliance with data protection requirements • Assist the development of HR metrics and standard reports • Support HR Helpdesk to maintain HR Knowledge database and On-line applications.		
Minimum Qualifications:	Bachelor degree		
No. of Positions Required:	1		
Job Close Date:	21/07/2014		

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

a_alameri@uaeu.ac.ae

JOB NAVIGATOR

Locating Your Career Path

