

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

JOB VACANCY FORM[®]

Job Reference No.: JV757

Company Name: Global Medical Solation

Company Type: Private



جلوبال ميديكال سوليوشنز
Global Medical Solutions

Job Position/Title:	Mobilization Assistant (HR Department)	Academic Major:	Human Resource Management & Development
Salary Range:	20,000 – 25,000 AED	Years of Experience: years	Fresh Graduate or 2yrs experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Female
Job Description:	• Carry out all joining formalities of new employees, prepare security, visa and travel requirement. • Conduct basic orientation, employment contract issue, handover of all joining forms, and information about UAE banks. • To ensure that the new employee receives the security card before proceeding to the designated work area. • Joining Confirmation documents to be completed and collected from employee. • To ensure that the documents are filed correctly in the personnel files before handing over to Employee Relations. • To amend Manpower Data based on the number of joining. • Meet walk-in applicants and provide basic information regarding application process, forms, recruitment module. • Ensure that candidate information is entered onto Taleo. • Acknowledgment of CVs. • Update candidates on their application status. • Respond to candidate queries in a professional and customer sensitive manner. • Prepares candidate files and completes the file prior to handing to Personnel Section with the assurance of the availability of the required documents. • Responds to candidate queries in a professional and customer sensitive manner. • Ensures confidentiality of all documents. • Performs other similar and related duties as assigned.		

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Minimum Qualifications:	- Bachelor Degree in Business Administration or Human Resources. - Fluency in written and spoken English. Arabic is an advantage. - Good data-entry skills, communication, organizational, and planning skills.
No. of Positions Required:	1
Job Close Date:	Open Until Filled

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

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

hamda.alshehhi@gmshh.ae

JOB NAVIGATOR

Locating Your Career Path

