

Job Description: HR Officer

Position Title: Business Development Manager

Department: Human Resources

Reports to: CEO

Work Location: Dubai, UAE

Employment Type: Full-time

Salary Range: To be Discussed

Joining Date: Immediate joiners preferred

Position Summary

We are seeking an experienced HR Officer to support the daily operations of the HR department and ensure smooth execution of HR policies, recruitment, employee relations, and compliance with UAE labor laws. The role requires a detail-oriented professional with excellent communication skills.

Key Responsibilities

1. Support end-to-end recruitment processes including job postings, shortlisting, and coordination of interviews.
2. Prepare and issue employment contracts, letters, and related HR documentation.
3. Maintain accurate HR records, personnel files, and HR databases.
4. Handle onboarding and offboarding processes for employees.
5. Ensure compliance with UAE Labor Law and relevant HR regulations.
6. Manage leave applications, attendance, and HR system updates.
7. Support payroll preparation and benefits administration.
8. Address employee queries and escalate complex issues to HR Manager.
9. Assist in HR policy implementation and process improvement initiatives.

Minimum Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 2 –4 years of HR experience in the UAE.
- Strong knowledge of UAE Labor Law and HR best practices.
- Proficiency in English (written and spoken).
- Strong computer skills (MS Office; HRIS experience preferred).
- Excellent organizational and interpersonal skills.

Preferred Skills

- HR certification (CIPD, SHRM, CHRP) is an advantage.
- Ability to handle confidential information with integrity.

- Strong problem-solving and multitasking skills.
- Experience in multicultural workplace environments.

Application Process

Interested candidates should submit their CV and any relevant certifications.