

معتمدون لانداز تأشيرات العمل وتصديق الشهادات لقنصلية المملكة العربية السعودية

| VACANCY | JOB |
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An International company is seeking to recruit in KSA the following positions :

Human Recourses administrator

Department

:

Human Resource

Reports to

:

Assistant Manager (S4-1)

Job Summary

:

Responsible for general personnel administration concerning employee



relations, promotions, wages, Recruitment, manpower mobilization,



Training, and dissemination of information regarding company's



policies and procedures.

Principal Duties and Responsibilities:

Facilitate settlement based on employment agreement. 1.

Preparation of pre-mobilization/demobilization documents such as ID's, travel accommodation and safety paraphernalia. 2.

Make new strategic reports to execute good planning for manpower and demobilization plans. 3.

Formulate new training program for the existing employees and new employees. 4.

Responsible for maintaining and protecting Training Department's properties and equipment assigned for his use. 5.

Prepares update on employment standards and legislation for compensation and benefit base on labor standards and fair practices acts. 6.

Execute planning & strategy for monthly overall project payroll process. 7.

Leads HR compensation on new management directives and programs for implementation. 8.

Prepares HR memorandums and announcement under HR Manager Supervision. 9.

Provide weekly/Monthly reports. 10.

Prepare project site and department status reports (Recruitment or Manpower data). 11.

Monitoring of Visa balance and status report. 12.

Checking of all pertinent documents of each new hire employees. 13.

Communicates with various manpower agencies and external clients of the company. 14.

Prepares checklist, itinerary and recruitment plan. 15.





Performs other duties related to human resource administration as required by the immediate superior. 16.

Qualifications and Experience



Academic Qualification

:

College degree   holder, major in   Business Administration,



Accounting or Human Resources.

Work Experience

:   At least 2 years work experience within a Human Resource



Department. Computer literate and able to use MS programs. 2



years overseas experience in a construction industry is an



advantage.



contact@targetjo.com To apply this job please send us your CV at :

ملاحظة هامة - جميع الاعلانات - بقسم الوظائف الحالية في الاردن

ننشرها كما تردنا من الشركات المعلنة او من المواقع الاخبارية دون تحمل اى مسؤولية

(لمتابعة اخر الاعلانات اولما باول يرجى مراجعة موقعنا كل نصف ساعة حيث يتم تحديث الاعلانات وبشكل مستمر كل نصف ساعة)

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ادعوا اصدقائكم للاشتراك معنا لتصل جميع اعلانات التوظيف الى بريدكم الالكتروني مباشرة