

# The administrative and HR specialist

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Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Sep 30, 2024

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Employment Status : Full Time

Experience : Any

Salary : \$1,000 - \$1,500

Gender : Any

Career Level : Any

Qualification :



## Job Description

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#### Employee Visa Processing

- Be familiar with the processes and requirements for handling work visas and residence permits for employees, and complete the relevant procedures on time.

#### Daily Office Operations Management

- Be responsible for the procurement of office supplies to ensure sufficient supply.
- Maintain and manage office equipment and handle equipment failures promptly.
- Coordinate cleaning, security and maintenance services to keep the office environment clean and safe.
- Manage the attendance equipment or attendance APP and manage it in accordance with the attendance management system.

#### Expense Management

- Pay office rent, utilities and other expenses on time.
- Maintain good communication with landlords and suppliers, negotiate expenses and handle related issues.

#### Other Administrative and HR Tasks

- Be familiar with the communication and cooperation processes with local government agencies such as the labor department and immigration bureau to ensure the compliance of the company's administrative and HR work.
- Understand matters related to medical insurance in Dubai.
- Respect and adapt to the multicultural and religious background of Dubai to avoid misunderstandings and conflicts at work.
- Complete other administrative and HR tasks assigned by the leader.
- Report the updates of administrative and HR documents and policy adjustments to the HR director of the headquarters in a timely manner.

### Skills

Bachelor's degree or above, major in Human Resource Management, Administrative Management or related fields is preferred.

Have at least 1 year of experience in administrative and HR work.

Be familiar with office software operation and have good document processing skills.

Have strong communication and coordination skills and teamwork spirit.

Be fluent in English speaking, listening, reading and writing, and be able to communicate effectively with foreign employees and partners.

Have strong adaptability and be able to quickly adapt to the working environment and cultural background in Dubai.

## Education & Experience

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### Must Have

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### Educational Requirements

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**Compensation & Other Benefits**

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