

<https://jobsleworld.com/jobs/hr-administrator-jobs-in-dubai-with-free-visa-sponsorship-2024/>

HR Administrator Jobs in Dubai with Free Visa Sponsorship 2024

Job Location

Dubai

Remote work from: DU; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 30 - USD 35

Qualifications

High School, 10th, 12th Pass, Graduate Depends upon Position

Employment Type

Full-time, Part-time

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Hiring organization

Atlantis The Palm

Date posted

September 30, 2024

Valid through

31.12.2024

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Description

HR Administrator Jobs in Dubai with Free Visa Sponsorship 2024

Location: Dubai (Free Visa Sponsorship 2024)

About the Job:

We are looking for an organized and efficient HR Administrator to join our team in Dubai. This position comes with free visa sponsorship for 2024, offering an exciting opportunity to work in one of the world's most vibrant cities. As an HR Administrator, you will assist with day-to-day HR operations, helping to ensure smooth HR processes and support the HR department.

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Key Responsibilities:

- Manage employee records and update HR databases
- Assist in recruitment, including scheduling interviews and processing applications
- Handle onboarding and offboarding procedures
- Support payroll and benefits administration
- Respond to employee inquiries and provide HR-related information
- Ensure compliance with labor laws and company policies
- Organize and maintain personnel files
- Assist in organizing training and development programs

Visa Sponsorship Jobs 2024

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Requirements:

- Previous experience in HR or administration is preferred
- Strong organizational and time management skills
- Excellent communication skills, both written and verbal
- Proficiency in Microsoft Office (Word, Excel, etc.)
- Knowledge of HR systems and databases is a plus
- Ability to work in a fast-paced environment
- Willingness to relocate to Dubai
- Eligible for free visa sponsorship

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Benefits:

- Free visa sponsorship for 2024
- Competitive salary and benefits package
- Opportunities for career growth
- Work in a diverse and international environment
- Accommodation and relocation support

How to Apply:

To apply, please submit your application from the official site.

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