



دار الشفاء كليبك
Dar Al Shifa Clinic

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

HR Administrator Jobs in Kuwait with Free Visa Sponsorship 2024

Job Location

Kuwait

Remote work from: IN; 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 35 - USD 55

Qualifications

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

Employment Type

Full-time, Part-time

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Hiring organization

Dar Al Shifa Hospital

Date posted

July 13, 2024

Valid through

31.12.2050

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Description

HR Administrator Jobs in Kuwait with Free Visa Sponsorship 2024

We are seeking a highly organized and detail-oriented HR Administrator to join our team in Kuwait. As an HR Administrator, you will play a key role in supporting our HR department with various administrative tasks, ensuring the smooth operation of our HR functions. This is an excellent opportunity to work with a dynamic team and gain valuable experience in the HR field.

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Key Responsibilities

Support the HR team with recruitment, onboarding, and employee data management Maintain accurate and up-to-date HR records and databases Assist with employee communications, benefits administration, and policy implementation Coordinate training and development programs for employees Perform other administrative tasks as required

Visa Sponsorship[Jobs 2024

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Requirements

Bachelor's degree in Human Resources, Business Administration, or a related field At least 2 years of experience in an HR administrative role Excellent organizational, communication, and interpersonal skills Ability to maintain

confidentiality and handle sensitive information Proficiency in Microsoft Office and HR software

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Benefits

Competitive salary and benefits package Free visa sponsorship for the successful candidate Opportunities for professional growth and development Collaborative and dynamic work environment

How to Apply

If you are a motivated and enthusiastic HR professional looking for a new challenge, please submit your application through our official website. Please ensure that your application includes a cover letter, resume, and any relevant supporting documents. We look forward to hearing from you!

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