

HR Administrator for UAE Location

Description

We are seeking an HR Administrator with 4–7 years of proven experience in HR operations within the UAE. The role will focus on employee lifecycle management, HR documentation, payroll coordination, and ensuring compliance with UAE Labour Law.

Responsibilities

- Maintain and update employee files, HR systems, and records.
- Support recruitment, onboarding, and exit formalities.
- Manage visa, work permit, and Emirates ID processes in coordination with PRO.
- Prepare HR documents such as offer letters, NOCs, and salary certificates.
- Track attendance, leaves, and prepare payroll inputs.
- Ensure compliance with UAE Labour Law and company policies.
- Assist with employee engagement and HR initiatives.

Qualifications

- Bachelor's degree in HR, Business Administration, or related field.
- 4–7 years of HR/admin experience, including at least 2+ years in UAE administration.
- Strong understanding of UAE Labour Law.
- Proficiency in MS Office; HR software knowledge is a plus.
- Experience in coordinating with the Finance team.
- Excellent communication and organizational skills.

Hiring organization

mindX360

Employment Type

Full-time

Job Location

Dubai, UAE

Date posted

August 22, 2025