1907, Opal Tower, Burj Khalifa Blvd, Dubai
HR@vesra.com
VESRA MIDDLE EAST L.L.C FZ

Position Title: HR Coordinator

Reports to: HR Manager

Job Summary: The HR Coordinator will support the HR Manager in managing various HR functions and initiatives, including recruitment and selection, employee relations, performance management, and training and development.

Key Responsibilities:

- Assist with day-to-day operations of the HR department.
- Assist in the full recruitment cycle, including sourcing, screening, and coordinating interviews.
- Post job advertisements on various platforms and actively source candidates.
- Conduct initial phone screenings and shortlist candidates for further interviews.
- Coordinate and schedule interviews between candidates and hiring managers.
- Assist in drafting and sending offer letters, contracts, and other related documents.
- Help with the onboarding process for new hires, including gathering necessary documents and organizing orientations.
- Maintain employee records and ensure HR databases are kept up-to-date.
- Assist in the preparation of HR reports, such as recruitment metrics and employee information.
- Respond to basic employee inquiries related to policies, procedures, and benefits.
- Support employee engagement activities, such as events and initiatives to boost morale.

Qualifications:

- Bachelor's degree in Human Resources or related field
- 1-2 years of experience in an HR role
- Strong communication and interpersonal skills, with the ability to interact effectively with all levels of the organization.
- Strong organizational and time-management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Knowledge of HR laws and regulations (Egypt, UAE and KSA)
- Strong attention to detail and accuracy