

HR Manager Position

Make a difference in the Eastern Province!!

Team Leader – Dynamic Role – Professional

Job description:	
Employer:	Multinational School - Dhahran
Place of employment:	Dhahran – Eastern province.
Job Function:	Administrative.
Qualifications:	Degree or relevant experience
Experience:	Three years of clerical experience.
START DATE :	Immediate

Essential Functions / Major Responsibilities:

- Responsible for handling all employee relations, compensation, benefits, safety, performance and staffing levels as and when they arise.
- Produce and issue all staff contracts and offer letters and ensure they are signed and returned within the allocated time.
- Manage and update employee information on school system and staff files with copies of relevant documentation including Iqama's, qualifications, contracts, MOE work permit, Ajeer Contract etc.
- Conduct the induction process for new staff from start to finish with relevant departments and department heads.
- Manage and renew the issuance of legal documents, work permits and licenses and staff medical insurance (visas, passports, iqama's, exit/re-entry visa's, school permit, Baladya license, civil defense license etc.)
- Prepare formal documents for attestation such as salary certificates, embassy letters etc.
- Responsible for updating staff induction packs, policies and procedures, and code of conduct.
- Produce, monitor and keep accurate records of staff leave, sick leave, absence, early departure/late arrivals and leave without pay. If any anomalies are identified reported to the MNS Principal for appropriate action to be taken.
- Complete departure and exit formalities for employees (cancellation of visas, termination letters etc.)
- Coordinate the arrangements of staff training and development required by school both locally and internationally.
- Manage sourcing, interviewing and employment processes for new staff.
- Maintain and develop strong relationships with recruitment agencies to deliver the best candidates for the positions both locally and internationally.
- Develop and implement processes and procedures in order to improve the recruitment process.
- Responsible for maintaining and developing strong relationships with government departments and agencies (e.g. Saudi Ministry of Education) and school finance department to ensure smooth operation and quick and effective resolution of any issues.
- Manage and maintain online accounts with the government entities such as Jawazat (Muqem), Chamber of Commerce, Ministry of Labour and General Organisation for Social Insurance (GOSI).

Skills:

- Exceptional interpersonal communication and relationship-building skills
- Excellent active listening, negotiation and presentation skills
- Strong ethics and reliability
- Problem-solving and decision-making aptitude
- Strong ability for conflict resolution
- Excellent organizational management skills

Qualifications & Requirements:

- Bachelor's Degree in Human Resources or related field is a must
- 3+ years' proven working experience as Human Resources Manager or Human Resources Executive
- Needs to be a Saudi national
- Should be proficient in Arabic and English, written and spoken
- In-depth knowledge of Saudi Government and Ministry of Labour laws and regulations is required
- Must be proficient in Microsoft Office.

Interested parties – please send your resume to:

careers@mnsdhahran.com