https://vistara.me/job/hr-officer-on-fmcg-distribution-company/

HR Officer for a leading FMCG Distribution Company

Employment Type
Full-time

Job Location
Abu Dhabi, UAE

Base Salary
AED 17000 - AED 20000

Description

Vistara HR Solutions is currently recruiting for a leading FMCG Distributer in the UAE for their Abu Dhabi Head Office located in Kahlidiya. The HR Officer will be responsible for a wide range of tasks related to employee management and organizational development, including recruitment, onboarding, employee relations, performance management, and ensuring compliance with labor laws.

Responsibilities

- Facilitate seamless onboarding and offboarding of employees.
- Supervise and track employee attendance, leave records, annual tickets, and personal documentation.
- Provide counseling support to staff and resolve personnel-related issues as required.
- Maintain up-to-date and accurate personnel files.
- Oversee annual and sick leave schedules.
- Coordinate with Management annually regarding performance bonuses and salary increments.
- Support continuous improvement of HR processes and engage with staff to enhance employee satisfaction.
- Ensure consistent application of company policies; escalate ambiguities or inconsistencies.
- Manage monthly payroll (WPS) via relevant portals.

Qualifications

- Bachelor Degree in business administration / HR.
- Proven experience as HR officer / Executive (At least 2 Years experience in the UAE).
- Understanding of UAE labor laws.
- Proficient in MS Office; knowledge of SAP is a plus.
- Outstanding organizational and time-management abilities.
- Excellent communication and interpersonal skills.
- Strong ethics and reliability.

Renewable Contract Based on Performance