

## HR & Admin Coordinator

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Company: Tanqeeb

Location: Bahrain

Category: business-and-financial-operations

To provide support to the day-to-day activities of the Human Resources department. HR & Admin Coordinator responsibilities include processing employee data, handling general clerical work, vendor interactions and assisting in the hiring process.

### Job Responsibilities

### Description

### Equality

All qualified applicants will receive consideration for employment without regard to age, disability or medical condition; colour, ethnicity, race, citizenship, and national origin; religion; pregnancy, family status and caring responsibilities; sexual orientation; sex, gender identity, gender expression, and transgender identity; protected veteran status; size or any other basis protected by appropriate law.

## SKILLS / COMPETENCIES REQUIRED

### 1 . **Personal Credibility**

- 1 . Communication skills
- 2 . Effective Relationships
- 3 . Achieving results
- 4 . Self-Management

### 1 . **Delivery**

- 1 . Action Orientation
- 2 . Functional Expertise
- 3 . Business Acumen
- 4 . Understanding the business and the expectations

- 1 . **Technology:** Understanding and using Microsoft Office software; including word, Excel, PowerPoint etc.

- 1 . **Education:** Bachelor's Degree in a related discipline

1 . **Experience:** Minimum1 year or a relevant internship

1 . **Knowledge:** Knowledge on Administration

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