

HR

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Company: Bahrain Limo

Location: Manama

Category: business-and-financial-operations

Maintain accurate and up-to-date employee records, ensuring compliance with privacy and data protection regulations

Support the recruitment process by designing job descriptions, screening resumes, coordinating interviews, conducting background checks, etc

Coordinate new hire onboarding activities, including preparing employment contracts, conducting orientations, and facilitating necessary paperwork

Assist with employee relations issues by documenting employee complaints, conducting investigations, and recommending appropriate actions

Create guidelines and FAQ documents about company policies

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