

Human Resources Coordinator

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Company: Tanqeeb

Location: Manama

Category: other-general

M. H. Al Mahroos is a premium construction & building equipment supplier catering to various commercial, retail & industrial market segments across the G.C.C. Founded in , M. H. Al Mahroos was one of the first to establish its presence as a multinational brand distributor in the region whose emphasis lay squarely on providing innovative solutions, quality of life improvements, state-of-the-art products & technology backed by its qualified expert technicians. Our headquarters are in Bahrain, but we have established our presence in Dammam, Riyadh, and Jeddah in Saudi Arabia and in Dubai and Jebel Ali in UAE.

Job Overview:

In this role, you will be responsible for improving overall HR administration activities. Your main administrative duties include maintaining personnel records, managing HR documents, and updating internal databases. You are expected to ensure the HR team supports staff while conforming to labor laws. Ideally, you will optimize internal workflows and collaborate with internal teams to contribute further developments.

Responsible for all onboarding tasks in the recruitment process specifically in dealing with the additions of the employees in SIO (Social Insurance Organization) and also extend support towards visa applications.

Prepare all HR-related documents such as Employment contracts and new hire agreements.

Support the payroll team with all payroll procedures.

Support in onboarding new hires by creating new user profiles and extending HRIS into sessions.

Support in offboarding departing staff by prompt archiving of staff records and deregistration from relevant enrollment.

Maintain beneficial relationships with governmental entities such as the Chamber of Commerce, MOL, and municipality.

Strategically lead and fully execute key HR initiatives that support AI Mahroos Vision.

Passion for innovative HR solutions and process improvement.

Ideal Candidate

Confident, passionate, and has an eye for detail.

Having great communication skills, creative, resourceful, and a team player.

Bachelor's degree preferably in Human Resources.

Bilingual, fluent in both Arabic and English.

Minimum work experience of 3 years in a similar field.

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