

Human Resources Specialist

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Company: Malaeb

Location: Manama

Category: other-general

Job Opportunity: Human Resource Specialist

Company Name: Malaeb App

Location: Manama, Bahrain

Job Type: Full-time

About Us

Malaeb is a leading sports application and software provider dedicated to enhancing the accessibility to all types of facilities in the sports industry. Our mission revolves around promoting a healthier lifestyle for all! We're committed to cultivating a vibrant and collaborative workplace environment where innovation thrives!

What you'll do

Manage day-to-day HR operations including employee recordkeeping, onboarding, and offboarding processes.

Ensure compliance with labor laws, company policies, and regulatory requirements.

Coordinate employee benefits administration, including enrollment, changes, and daily communication.

Oversee payroll processing and collaborate with finance to ensure accurate and timely payments.

Handle employee inquiries and provide support on HR-related matters.

Manage consistent communication with government entities such as SIO, MO and Tamkeen.

Follow up and successfully complete any applications required on behalf of the company with government entities.

Stay up-to-date on labor laws and active changes within government entities.

Work on any other related projects within the HR department.

Who you are

Bachelor's degree in Human Resources, Business Administration, or related field.

Proven experience of 2 years in HR administration, with a focus on compliance and government relations.

Strong understanding of Labor Law and regulations, and compliance requirements.

Excellent communication and interpersonal skills, with the ability to interact confidently with internal and external stakeholders.

Detail-oriented, with strong analytical and problem-solving skills.

Ability to work independently, prioritize tasks, and manage multiple projects simultaneously.

Proficiency in HRIS systems, Google Suite, and other relevant software applications.

What you'll get

Work with a dynamic and passionate team

Gain exposure and training in multiple HR functions

A hybrid and flexible work culture

Access various opportunities for skill development and growth

Gain exposure to the sports industry

Enjoy additional special leaves for your personal occasions

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