

## Senior HR Specialist- Bahrain- Immediate joiners required

[Apply Now](#)

Company: Tanqeeb

Location: Bahrain

Category: business-and-financial-operations

### Company Description

Trans Skills is a trusted advisor to many of the Middle East's most respected organizations and a leading Human Resources Services Firm with an International Network active in 55 countries. Our clients range from the largest corporations to emerging growth companies and government bodies. We work at the highest levels of leadership to create tangible and enduring business impact.

Our core services include:

- Multi-country Payroll Outsource covering META
- Multi-country Single SaaS Platform
- Executive Search and Specialized Recruitment Services
- Manpower Outsourcing (EOR/PEO)
- HR Digital Transformation

- Psychometric Assessment, Gamified Learning, Coaching and Performance Management

## Job Description

### Objectives

Act as the first point of contact for the organization, the HR Specialist role is key to the business and requires a true professional to represent the company in the best possible manner. The HR Specialist provides support and assistance to the HR team with the administrative requirements of the department in order to facilitate a smooth overall HR operation. He/She is the main source of information and advice to all colleagues on HR-related issues to deliver excellent internal customer service.

### Responsibilities

- Responsible for processing and managing the payroll including monthly updates and tracking of employee's bonus/incentive/commission/increment, unpaid leaves, expense reimbursements.
- Coordinating with Finance on monthly reports such as Leave Management, New Joiners and Leavers, etc.
- Assisting on drafting company policies and procedures

- Maintaining all employee records for Internal, Outsourcing, and International – noting expiry dates and renewal timeline.
- Preparing and issuing business correspondence such as, but not limited to, employee requests for NOC, Salary/Employment Certificates; Warning Letters; Job Offers and Employment Contracts; Internal Memos; Client's Service Agreements and Work Orders.
- Assisting on coordinating and organizing the employee engagement activities to ensure it is successfully executed.
- Preparing and facilitating smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience for all new employees including all administrative tasks for onboarding, new hire orientation, etc.
- Providing an effective and dedicated HR advisory service to employees until his/her exit by presenting accurate, valid, and complete information by using the right methods and proper channel.
- Maintaining professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business.
- Building sustainable relationships and trust with the customer accounts through open and interactive communication.
- Ensuring on-time delivery to customers and proactive communication of expected delivery dates to Sales/ Customers.

## Qualifications

## Qualifications & Skills

- A goal-orientated & proactive approach to work.
- Excellent communication skills, interpersonal skills, ethics, and cultural awareness.
- The ability to handle multiple priorities.
- Resourceful, problem-solving aptitude and thorough knowledge of HR procedures and policies.
- Ambitious and determined to succeed, with the ability to meet deadlines and targets.
- Confident and self-motivated.
- Strong time management and strong organizational attention to detail skills

[Apply Now](#)

## Cross References and Citations:

1. Senior HR Specialist- Bahrain- Immediate joiners required [Radiologistjobs Jobs Bahrain Radiologistjobs ↗](#)
2. Senior HR Specialist- Bahrain- Immediate joiners required [SearchaustralianjobsJobs Bahrain Searchaustralianjobs ↗](#)
3. Senior HR Specialist- Bahrain- Immediate joiners required [Dohajobs Jobs Bahrain Dohajobs ↗](#)
4. Senior HR Specialist- Bahrain- Immediate joiners required [Romejobs Jobs Bahrain](#)

**Romejobs ↗**

**5. Senior HR Specialist- Bahrain- Immediate joiners requiredSingaporejobs Jobs Bahrain Singaporejobs ↗**

**6. Senior HR Specialist- Bahrain- Immediate joiners requiredRiyadhjobs Jobs Bahrain Riyadhjobs ↗**

**7. Senior HR Specialist- Bahrain- Immediate joiners requiredDelhijobs Jobs Bahrain Delhijobs ↗**

**8. Senior HR Specialist- Bahrain- Immediate joiners requiredEcologyjobs Jobs Bahrain Ecologyjobs ↗**

**9. Senior HR Specialist- Bahrain- Immediate joiners requiredProfessionalnetworkjobs Jobs Bahrain Professionalnetworkjobs ↗**

**10. Senior HR Specialist- Bahrain- Immediate joiners required Nzjobs Jobs Bahrain Nzjobs**

**11. Senior HR Specialist- Bahrain- Immediate joiners required Directorjobs Jobs Bahrain Directorjobs ↗**

**12. Senior HR Specialist- Bahrain- Immediate joiners required CopenhagenjobsJobs Bahrain Copenhagenjobs ↗**

**13. Senior HR Specialist- Bahrain- Immediate joiners required TheflexiblejobsJobs Bahrain Theflexiblejobs ↗**

**14. Senior HR Specialist- Bahrain- Immediate joiners required AustinjobsJobs Bahrain Austinjobs ↗**

**15. Senior HR Specialist- Bahrain- Immediate joiners required Findremotejobs Jobs Bahrain Findremotejobs ↗**

**16. Senior HR Specialist- Bahrain- Immediate joiners required ThailandjobsJobs Bahrain Thailandjobs ↗**

**17. Senior HR Specialist- Bahrain- Immediate joiners required AdminjobsJobs Bahrain Adminjobs ↗**

**18. Senior HR Specialist- Bahrain- Immediate joiners required Southafricajobs Jobs Bahrain Southafricajobs ↗**

**19. Senior hr specialist- bahrain- immediate joiners required Jobs Bahrain ↗**

**20. AMP Version of Senior hr specialist- bahrain- immediate joiners required ↗**

**21. Senior hr specialist- bahrain- immediate joiners required Bahrain Jobs ↗**

**22. Senior hr specialist- bahrain- immediate joiners required JobsBahrain ↗**

**23. Senior hr specialist- bahrain- immediate joiners required Job Search ↗**

24. **Senior hr specialist- bahrain- immediate joiners required** [Search ↗](#)

25. **Senior hr specialist- bahrain- immediate joiners required** [Find Jobs ↗](#)

Source: <https://bh.expertini.com/jobs/job/senior-hr-specialist-bahrain-immediate-joiners-r-bahrain-tanqeeb-1627bb0b51/>

Generated on: 2024-05-03 by Expertini.Com