Bahrain Jobs Expertini®

Senior HR Specialist- Bahrain- Immediate joiners required

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Company: Tangeeb

Location: Bahrain

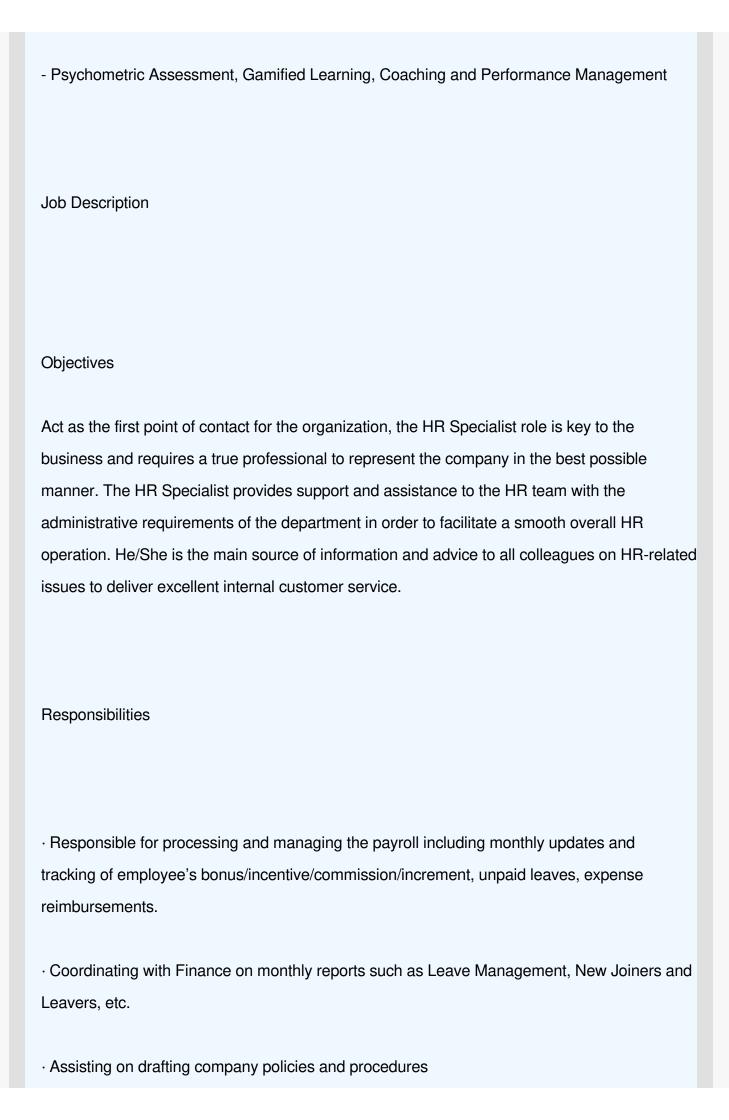
Category: business-and-financial-operations

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



- · 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 crossfunctional 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

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