



HR Officer/Administrator

(WESTERN EDUCATED)

DUBAI, UAE

The Company

OES is a leading international specialist of third party inspection, audit, appraisal, and certification and project services to the oil and gas industry who are currently experiencing rapid growth.

The Opportunity

Due to the expansion of our business, we have are seeking to recruit an experienced HR Officer/Administrator to join our busy HR Department in our Dubai office. This is a great opportunity for an accomplished HR Administrator with at least 3 years UAE experience and some recruitment experience, who is ready to take the next step up the ladder. Alternatively, it may suit someone from a recruitment background who wishes to pursue a Generalist HR career.

To be considered for this exciting opportunity, candidates must be western educated, have an excellent standard of written and oral English communication skills, with a minimum of 3 year's solid HR experience in the UAE and the following:

- Administration of all HR and training processes
- Experience of implementing new systems and processes
- Screening of CV's
- At least 1 year's experience of interviewing
- A working knowledge of UAE labour law
- Experience in UAE labour/immigration processing, working with the Company's PRO
- An advanced knowledge of Microsoft Word/Excel and Powerpoint

In addition, the ideal candidate would possess:

- An internationally recognized HR qualification
- Experience of multi-tasking in a busy face-paced environment and be a team player
- Problem-solving skills with the ability to 'think outside the box' and react quickly to changing situations
- Flexibility in regards to working hours and duties with a willingness to 'muck in' when required.

The Rewards

You will be part of a British owned successful and expanding organization with an international presence, where individual contributions will be recognized and rewarded. Salary will be commensurate with experience and a range of benefits apply.

To Apply.....

Please forward a covering letter outlining why you believe you meet the requirements of the role, together with your notice period and current salary. **Please state that you are applying for the HR Officer/Administrator role in the subject line.**