

HR Administrator (Fixed Term) - Dubai, UAE

We're looking for a someone who:

- Has excellent organisational and communication skills
- Is a self-starter who can handle tasks with minimal supervision
- Has experience in administration and human resources activities

If this is you, contact us now! humanresources@cockett.com

Cockett Group, is one of the world's largest value-added resellers of marine fuels and petroleum products and services.

We are currently recruiting for a **Fixed Term HR Administrator** to be based in our **Dubai Office** for a period of 5 months to cover for maternity leave. This role requires working as part of the Human Resources team, assisting administrative and research tasks within the areas of Human Resources and Office Support.

Responsibilities include:

- Employment documentation for all staff, including administration of employee changes, movements and transfers
- Administration of the DMCC Visa and Work Permit Process including new requests, renewals, changes cancellations and queries in a timely manner
- Administer employee onboarding and induction process
- Implementation of annual employee training plan including managing approval process and monthly reporting
- Ensure all documents / records are up-to-date and required reports are available in HR systems
- Monitor and maintain employees' absence requests as required

Our established values are at the core of the Group and are present in everything we do. They influence the way we work with our shareholders, working partners and with each other:-

Customer Focused



We are committed to listening and actively engaging with our customers

Excellence



We continually improve upon the knowledge, expertise and learning opportunities for our employees

Flexibility



We acknowledge and embrace change as essential and collaboration as necessary

Resourcefulness



We identify bespoke solutions to our customer's challenges and act creatively

Efficiency



We carefully and thoughtfully optimise our resources and costs

Sustainability



We seek every opportunity to develop our focus on environmental, social, and corporate governance

Required experience, education & skills:

- Fluent in English (written and verbal)
- Minimum 3 years HR and Payroll experience

All interested applicants please forward your CV to: humanresources@cockett.com