



BEC002 - Manager HR Operations | Human Resources | Kuwait

About the role:

The Job holder is responsible for the daily administration and recruitment functions of the department to deliver the best service level to our internal customers.

Your Responsibilities:

- Ensure all policies are in line with the Group policies and comply with the Kuwait Labour Law.
- Oversee the recruiting process, interviewing, selection and placement of applicants.
- Ensure all appointments, promotions, probationary reviews, transfers are done as per company procedures and Kuwait Labor Law requirements.
- Liaise with the GM for disciplinary hearings.
- Oversee all employee files and ensure they are maintained and updated.
- Run the new joiner's corporate induction.
- Oversee staff leave records (Annual, Sick, Unpaid leave, etc).
- Ensure overtime, variable allowances are been correctly paid to the staff.
- Undertake exit Interview formalities.
- Liaise with the Document Clearing Agents for timely renewals of work permits.
- Prepare sick, absent, overtime and leave reports for the management as and when required.
- Attend to staff requests and queries and liaise with the concerned to address their issues.
- Ensure HR letters issued to the staff are according to the BEC standard and templates.
- Perform any other task as directed by the GM & Group Head of HR.

About You

You are required to have Bachelor's Degree in Business Administration.

- Minimum 7 years' experience in similar role or capacity.
- High level of competence in MS Office.
- Excellent verbal and written communication skills in English.
- Excellent organizational and time management skills.
- Ability to work under pressure and to tight deadlines.
- Interpersonal / communication skills.