



Job title: Human Resource Manager

Responsibilities:

Reports to General Manager office.

Work in JLX head office located in Dubai, to provide HR support within Middle East branches. Under the guidance of corporate all branch teams, deliver best practice and commercially focused HR Solutions that support business work. Administer all human resource initiatives and programs and provide HR support to all teams and staffs.

1. Under the guidance of General Manager Office ensure the people operating plan is implemented and always ensuing alignment with corporate policy and protocols.
2. Support staff to resolve human resource problems by providing consistent interpretation/application of HR polices and procedures across the UAE or middle east country.
3. Support the General Manager Office to prepare the recruitment. It in in line with the approved Corporate Human resource plan.
4. Coordinate for employee performance reviews, probationary meeting and regular one to one meeting take place to assist the corporate teams to drive up standards across the business.
5. Conduct grievance investigations with managers, recommend resolution and ensure corporate procedures are followed and documented.
6. Discuss and determine appropriate disciplinary action in case of misconduct and under performance in line with the disciplinary policies and procedures.
7. Conduct exit interviews, analyze and report on the exit interview analysis.
8. Oversees employee information collection, analysis, and reporting. Supervises input of data and ensures data integrity.
9. Periodically analyze and report the HR KPIs and identify solution to improve them.
10. Escalate employee issues and engage with corporate teams for optimized solution.
11. Administer all people programs to support entire employee cycle including but not limited to workforce planning, resourcing, performance management, development, reward and recognition, employee relations, payroll, HRIS, costing, organization development and effectiveness, compliance, reporting, transport, accommodation etc.
12. Serves as the teams or department liaison of HR and management, as well as central points of contact for interdepartmental projects and communications related to HR business operations.
13. Act as an ambassador for the team Business Partner model, actively driving up standards to highlight the benefits of the model for all staffs.
14. Assesses HR operational needs and changes policies and procedures to ensure efficiencies and seamless delivery of services to all stakeholders in UAE.

Qualifications:

1. Graduate or postgraduate degree in HR or another field
2. Must have the knowledge of local labour law and statutory compliances.
3. UAE Driving License (If applicable).

Salary and benefits:

Location: Dubai

Rotation: open for 3 months, close for 1 month.

Salary: Discuss upon interview.

Email your application at cv@jlx-international.com

Please name your email subject with the following format:

“Name; Position applied; Years of work experience”

Example: *Alfred Simpson; HR Manager for 7 Years.*

Please attach CV in PDF format.