

## HR Coordinator

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Company: Rentokil Initial

Location: Saudi Arabia

Category: business-and-financial-operations

Support in a variety of administrative and operational activities specific to the human resources

function.

Communicate to and assist employees in adhering to human resource policies, procedures, standards, in addition to local labor laws, and other government regulations.

Assist with recruitment and interview process; schedule interviews, track status of candidates, perform reference checking and respond with follow-up letters at the end of the process.

Check employees' documents for accuracy and completeness, maintain an effective employee

record management, and prepare periodic standardized reports.

Assist with new-employee orientations.

Respond to employees' inquiries, requests and questions.

Support HR Manager with processing organizational exits and terminations.

Assist with the preparation of the performance review process.

Maintain the branch's organization charts and employee directory.

Coordinate health, life and work accident insurance enrollments and communicate with service

providers concerning routine administration of program.

Follow up on all legal issues related to employment records and employees.

Follow up on daily attendance, late arrivals, absence, etc. and assist employees in respecting attendance policy.

Assist HR Manager in investigating and resolving day-to-day employee relation challenges.

Assist in creating the employee handbook with updated laws and regulations, internal memos and

other pertinent information, as needed.

Advise employees in areas of human resources, performance management, harassment, discrimination, and legal/employment issues.

Advise HODs on adherence to guidelines on disciplinary action issues and separations.

Maintain data integrity on all systems, forms and reports.

## **Requirements**

Saudi National Candidate required

Bachelor's degree in Human Resources or a related field

1-2 years of experience in HR or a related field

Solid understanding of HR laws and regulations

Strong organizational and time management skills

Excellent communication and interpersonal skills

Ability to maintain confidentiality and handle sensitive information

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