Looking for an

PERSONAL ASSISTANT

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DUBAI CARBON

Establish & implement comprehensive strategy, structure, processes and procedures for the HR and Admin related activities within the company

DUTIES AND RESPONSIBILITIES

Brand Ambassador

- Incorporation of the corporate identity in appearance, demeanor, values and ethics
- Representing the DCCE brand in a proper professional fashion, to be courteous and express positive attitude at all times
- Assist in increasing brand awareness
- To be familiar with DCCE project services and other relevant DCCE products

Client Management

- Managing the company's interaction with current and potential future clients to improve business relationships with customers, specifically focusing on client retention, sales/ projects and business development

Human Resources

- Managing HR Operations.
- Employee Relations & Engagement, Motivation, Conflict Resolutions and Grievances
- Managing Induction processes
- Managing company manpower recruitment process.
- Manage the personal requirements of the employee (health insurance , pension, Visa, pension , applications, certifications.... Etc.)
- Training and Development
- Updating Performance Appraisals
- Developing/reviewing policies and procedures (HR, Internship, Induction manual)
- Manpower planning and budgeting

Admin

- Administration & Data management for documents control
- Office Administration Management for Procurement processes, Travel management for Official Business trips, Gathering, negotiating, comparing and accessing quotations and Facility management
- Management and coordination of AGM & BoD Meetings and relevant documents
- Manage project inventories
- Maintain filing
- Any other duty delegated by the line manager

QUALIFICATIONS

- HR, Administration, PA, Leadership and People Management , experience with UAE labour law
- Bachelor's Degree, Master's Degree preferable

If you are interested please follow the link for instructions

https://www.ondemandassessment.com/link/index/JB-LBV8CP2E6?u=168115LBV8CP2E6?u=168115

www.dcce.ae