

JOB BRIEF

Human Resources Officer

Brief Description of the Company

With the recent arrival of Campbell Gray Living and the upcoming Campbell Gray Hotel, Jordan has welcomed one of the region's most luxurious development projects to Amman's new downtown, Abdali. These projects, developed by Al Seraje Real Estate, a subsidiary of Audeh Group, are one of the most exciting new ventures in the Middle Eastern property market. Set to become Jordan's most stylish destination for retail, commerce, hospitality, offices, and living, the development brings a sophisticated and lavish contemporary-classic design to the city, creating a luxury urban retreat within the historic capital and establishing a singular statement that stands out on the city's horizon.

Brief Job Description

To contribute to the smooth running of the Human Resources Department by managing the recruitment process, dealing with disciplinary and grievance issues, carrying out various administrative duties, ensuring effective internal and external communication, and maintaining positive employee relations.

Duties & Responsibilities

- Handle the screening of applications and distributing where applicable to the relevant managers.
- Carry out interviews ensuring the company philosophies are explained.
- Liaise with advertising company to ensure that all necessary adverts are placed in the company's website and the relevant recruitment website with the correct information/format and on the correct dates.
- Conduct the induction training program using Campbell Gray standards
- Handle and solve any issues/problems employees wish to discuss with Human Resources
- Handle all disciplinary procedures
- Ensure confidentiality at all times
- Carry out leaving interviews for all leavers
- Organize all employees' social events
- Handle the new joiners procedures and paperwork
- Handle the attendance, and prepare all the payroll related documentations
- Prepare the monthly reports that are requested from the Human Resources department

Requirements

- Fluency in English and Arabic
- Good Administrative Skills
- Good Computer Skills
- Positive Attitude
- People Oriented
- Flexibility

How to Apply

Send your CV to hr@alseraje-realestate.com