



## JLX International DMCC

Office 27-A, Gold Tower, Cluster I, Jumeirah Lakes Towers,  
Dubai, United Arab Emirates, P.O. Box 338486  
Telephone Number: +971 4 5542600 | Fax: +971 4 5548129  
www.jlx-international.com | Email: info@jlx-international.com

**Job Title: HR GENERALIST**

**Monthly Salary:** To be discuss upon Interview

### **Job Description:**

1. Implement and improve the management of the company's personnel system and plans, training and development, performance evaluation, employee social security benefits, etc.;
2. Organize and assist various departments in recruitment, training and performance appraisal;
3. Implement and improve the relevant policies and procedures for employee entry, regularization, change, and resignation;
4. Other personnel daily work;

### **Requirements/Qualifications:**

- Have practical ability in personnel recruitment, introduction, training and development, employee assessment, and incentives;
- Excellent written and oral expression skills, strong affinity and service awareness, communication and comprehension skills, and strong judgment and decision-making skills;
- The work is meticulous and conscientious, with strong principles, good execution and professional quality;
- Familiar with relevant national labor laws and regulations, and familiar with human resource management workflow and operation methods;
- Strong adaptability and internal and external communication skills;
- Have a strong sense of responsibility and professionalism, and can withstand greater work pressure;
- Good computer level, proficient in operating office software; maintenance of employee files, accounting of employees' salaries and benefits, etc.;
- According to the company's development strategy and the formulation of human resources strategic planning, organize the recruitment process and seek suitable talents for the company through various channels. Including telephone invitations, interview invitations, interview feedback, and issuing offers.
- Responsible for induction training and employee guidance and tracking during the probationary period.
- Responsible for organizing the assessment and tracking of employees during the probationary period of the company, and handling employees' appeals against the assessment results.
- Responsible for handling matters related to employee labor contracts.