



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 Manager

Monthly Salary: To be discuss upon Interview

Preferably: Below 40 Years Old | Any Nationality

Job Summary

JLX International DMCC is seeking for a Human Resource Manager to join our growing Team. The Incumbent will Support the achievement of JLX'S objectives through working in partnership with the different departments and providing an integrated professional HR support service to JLX DMCC & Other branches. Will also be responsible in attracting, recruiting and retaining an efficient and competent workforce having the right diversity of experience and skills. Selected Candidate will take leadership of all HR matters across our companies, from recruitment to performance reviews, wage reviews, disciplinary action and learning and Development.

Duties and Responsibilities:

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. Develop and implement HR strategies and initiatives aligned with the overall business Strategy.
3. Develop and implement a strategy for talent acquisition, utilization, improvement and retention of the Company's talent, with a conscious and rational approach ensuring that the right headcount is in the organization at the right time.
4. Manage end to end the recruitment life cycle and document the process e.g., shortlist, interview, select candidate for all open positions, and liaise with hiring department heads.
5. Conduct and effectively communicate employee onboarding and separation to ensure smooth and effective execution of formalities. Handling Exit interviews and Final Settlements.
6. Develop employment contracts, letters of appointments, promotions, transfers and termination or resignation acceptance.
7. Develop and implement a learning and development strategy that best addresses the growing needs of employees to drive at achieving high performance.
8. Create career progression pathways for all employees as well as clear succession plans.
9. Manage the document manage system by filing employee records both electronic and hard copies.
10. Carrying out necessary administrative duties.
11. Ensure that all activities within the organization are compliant to internal policies and procedures as well as U.A.E Labor law.

Requirements/Qualifications:

- Education. Bachelor's degree in human resources management, Business Administration or any relevant degree
- Experience: Min 4 years of experience in Human Resources in a Leadership role or relevant experience
- IT Skills- Proficiency in office applications, Microsoft Word- Excel and Power point.
- Ability to learn quickly, Accuracy, Attention to details, Sharp mind, Confidentiality.
- High- level communication skills (verbal, written, and visual)
- Experience in managing multiple priorities, well organized, detail oriented, and with great follow up skills



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- Ability to build and maintain good rapport with internal and external partners and handles situations with confidence, tact, and resourcefulness
- Excellent judgement, problem- solving and strategic thinking are essential.
- High level of integrity, confidentiality, ownership and accountability
- High Knowledge of U.A.E Labor Law
- Desirable: previous experience in oil and gas industry

Email your application at cv@jlx-international.com

Please name your email subject with the following format:

“Position applied; Name; Years of work experience”

Example: Drilling Supervisor; Alfred Simpson; 7 Years as Drilling Engr.

Please attach CV in PDF format only.

