

About Oliver Wyman

Oliver Wyman is a global leader in management consulting. With offices in 50+ cities across 26 countries, Oliver Wyman combines deep industry knowledge with specialized expertise in strategy, operations, risk management, and organization transformation. Our 4100+ professionals help clients optimize their business, improve their operations and risk profile, and accelerate their organizational performance to seize the most attractive opportunities. Oliver Wyman's thought leadership is evident in our agenda-setting books, white papers, research reports, and articles in the business press. Our clients are the CEOs and executive teams of the top Global 1000 companies. Please visit our website for more details www.oliverwyman.com

Job specification

Job title:	Human Capital Generalist – Middle East
Department:	Human Capital
Office/region:	Dubai - UAE
Reports to:	Regional Human Capital Manager

Job overview:	To be the primary point of contact for UAE HR operations related queries covering topics such as payroll, benefits and employee relations.
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Key Responsibilities:

Payroll

- Administering the process of monthly payroll for all 200+ employees locally based Dubai employees
- Liaising with local finance (Dubai) teams, corporate (US) compensation teams for reporting, reconciliation.

Benefits

- Administering employee benefit plans (medical and life insurance, ticket allowance, etc.)
- Recording and monitoring the use of vacations, holidays, sick days and other leaves of absence.
- Identifying process improvements or changes in accordance with the UAE labor law.
- Internal point of contact between the Company and third-party service providers (i.e. vendors, insurance brokers, travel etc.)

HC Ops

- On-boarding (drafting employment contracts, arranging orientation days)
- Off boarding (exit agreements, alumni docs etc.)
- Assistance with UAE visa queries (during on-boarding & off-boarding)
- Providing employees salary and employment related documentations (i.e. certificates, NOC letters)
- Point of contact for internal and external Human Capital audits.
- Maintenance of contingent worker records (agreement renewals, exits, etc.)
- Maintenance of HRIS systems, in terms of employee tracking, reporting, play a key role in the testing and launch of a new HRIS system called Workday
- Day to day employee relations issues

Support Professional Talent Management

- Coordination of SP Recruiting
- Support with SP Training coordination

Experience:

- Minimum of 5 years of HR experience in an international / multi-cultural environment within UAE covering areas such as payroll, immigration and employee relations for 150 employees or more (Required)
- Expert Knowledge of UAE labor law (Required)
- Knowledge of Saudi and Turkey labor laws (Preferable)

Skills and Attributes:

- Excellent Written / Verbal English & Arabic communication
- Must have outstanding interpersonal skills, honed in a demanding and challenging international work environment
- Ability to juggle competing tasks and priorities
- Flexible attitude, hard-working and results driven

Technical skills:

Proficiency with the Microsoft Office suite (Excel, PowerPoint, Word, Outlook). Should ideally have intermediate to advanced knowledge of excel

How to apply:

Please send your CV and cover letter to: Recruiting.Dubai@oliverwyman.com with "HC Generalist" as the subject of the email

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