

Career Opportunity

October 2020

HR & Payroll Administrator

(Dubai Office)

Cockett Group, one of the world's largest value-added resellers of marine fuels and petroleum products and services has recently announced an exciting new opportunity for an experienced HR & Payroll Administrator to be based in our Dubai office.

Job Purpose:

To provide administrative support within the Head Office and globally as required.

Responsibilities include:

- Manage payroll administration and updates for employees based in up to 14 countries. Coordinate with Finance team to ensure payments processed each month.
- Ensure HR records are up to date at all times, including processing and documentation of all changes and variations to contracts.
- Handling of visa applications, both within DMCC and Internationally.
- Manage employee absence records, including holiday and sick leave. Ensuring records up to date at all times and flagging any areas of concern.
- Prepare documents for new joiners, including contracts of employment and induction plans.
- Be the first point of contact for HR queries, ensuring escalation where required.
- Support Office Manager with coordination of Group travel requirements including meeting coordination, transport, hotel and visa arrangements.
- Support Office Manager in maintaining all records/trackers/reports as required, relating to offices, travel, finance, parking and others as required.
- Support Corporate Secretary department in completion of Group Company information and related documents as and when required.
- As a team member you will share responsibilities and support other members with their activities, covering for absence and workload fluctuations.

Skills/Qualifications:

- Bachelor's Degree in human resources or Business Administration preferred.
- Minimum of 5 years' experience within an HR administration role, preferably with a multi-national company and dealing with high volume of administration duties
- Payroll experience preferred
- Excellent organisational and communication skills (fluent, spoken and written English)
- Strong Microsoft Outlook, Excel and Word skills are essential
- Experienced at multitasking under pressure against demands and deadlines, whilst always maintaining a positive attitude and demeanor and an ability to demonstrate a flexible approach and support to organisational changes.
- A resourceful, detail oriented and self-sufficient individual who enjoys taking ownership and able to conduct research and provide optimal solutions for the business.

In return Cockett Group offers:

- Good remuneration and benefits package to be discussed upon interview
- Opportunity to develop a challenging career in an international group

All interested applicants please forward your CV with a short covering letter and expected salary details and notice period to humanresources@cockett.com