

HR & Support Services Administrator - Dubai

We're looking for someone who is;

- Experienced in HR administration
- Meticulous in their attention to detail
- Organised and efficient
- Looking to broaden their skill set

If this is you, contact us now! humanresources@cockett.com

Australia | China | Greece | Korea | Netherlands | Singapore | South Africa | Turkey | **UAE** | UK | USA

Cockett Group, established in 1979, is one of the world's largest value-added resellers of marine fuels and petroleum products and services, and is currently recruiting for a **HR & Support Services Administrator** to be based in our **Dubai office**. Cockett Group offers quality assurance in line with ISO standards supported by comprehensive industry experience, a deep understanding of the international landscape and access to a global network of committed suppliers.

Responsibilities include:

HR Support:

- Visa/work permits – arrange, follow-up, apply for new, renew existing or cancel as and when required
- Coordinating onboarding and offboarding activities for all joiners and leavers
- Employee changes, movements and transfer administration
- Processing and filling HR documents and letters
- General HR administration

Administrative and Office support:

- Maintaining records and trackers
- Booking employee business travel and annual flights

Corporate Secretarial support:

- Support in completing supplier/vendor forms and providing general administration support

Our established values are at the core of the Group and are present in everything we do. They influence the way we work with our shareholders, working partners and with each other:-

Customer Focused



We are committed to listening and actively engaging with our customers

Excellence



We continually improve upon the knowledge, expertise and learning opportunities for our employees

Flexibility



We acknowledge and embrace change as essential and collaboration as necessary

Resourcefulness



We identify bespoke solutions to our customer's challenges and act creatively

Efficiency



We carefully and thoughtfully optimise our resources and costs

Required education & skills:

- Must be fluent in English – verbal and written
- Excellent communication and interpersonal skills

Required experience:

- Minimum of 5 year experience in an administrative role
- HR Administration experience is essential

In return Cockett Group offers:

- Good remuneration and benefits package to be discussed upon interview
- International and challenging career