



TRADITION MEETS INNOVATION

Erne Fittings puts their passion and perfectionism into manufacturing pipe fittings for permanent welds – and that for more than 100 years. This has made us to the world’s leading supplier of butt-weld fittings and to the sole producer in GCC – with top-notch solutions, outstanding services, and countless of new ideas.

HR & ADMIN MANAGER (W/M/D)

PLACE OF EMPLOYMENT: AL JUBAIL

YOUR ROLE

- Implement and ensure that policies comply with KSA local Saudi labor law.
- Ability to delegate tasks and oversees the daily workflow of the department
- Provides support and guidance to HR Dept. , management, and other staff
- Manages the talent acquisition attract and select qualified candidates
- Manage employee development program such as training and performance management
- Responsible to continuously improve Saudization requirements and understand HR metrics
- Manage employee relations by addressing demands, grievances or other issues
- Handle payroll and related work process

YOUR PROFILE

- 7 years’ experience in HR
- Bachelor degree in HR field or business administration
- Excellent negotiation and conflict issues skills
- Strong communication skills.
- Should be able to communicate in English language
- In depth knowledge of Saudi labor law

YOUR BENEFITS

- Full medical coverage
- Social activities, events and friendly environment
- Internal trainings and knowledge sharing by experienced employees

**READYFOR
ACHANGE?**

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