

Human Resources Coordinator

The American University in Dubai invites qualified applicants to apply for the position of **Human Resources Coordinator**.

The fundamental responsibility of this position is to facilitate processes of the Office of Human Resources in all operational functions. The Human Resources Coordinator reports directly to the Director of Human Resources. The successful candidate will start immediately.

Principal Responsibilities:

- Facilitate the selection and recruitment process
- Advertise vacancies in various publications
- Compose employment contracts/letters
- Facilitate the orientation of new recruits
- Provide necessary communication and support for new recruits
- Co-organize the relocation of new faculty/staff
- Coordinate with the visa officer/onboarding of new employees
- Maintain contact with external organizations
- Evaluate training needs for staff
- Develop training courses/outsource training providers
- Assist faculty and staff with their ongoing HR-related concerns/activities
- Assist in producing reports and publications
- Coordination between the Office of HR and other offices within the University
- Provide all employees with HR support and inform them of the policies and procedures
- Coordinate Employee Relations and Benefits
- Maintain employee absence records (vacation, sick days, business, etc.)
- Handle internal and external reports (KHDA, NAAB, etc.)
- Manage the Housing Agreements (Allocation, Lease Renewal, etc.)
- Handle the Health and Life Insurance Policies (Renewal, Bidding, Comparison of Policies, etc.)
- General Office Management
- Provide administrative assistance and support to the Director of Human Resources
- Maintain office files and filing system
- Other related duties as assigned

Competencies and Skills:

- Excellent written and oral communication skills. Bilingual English / Arabic is preferable
- Ability to work under pressure and handle challenging situations
- Patience and understanding
- Excellent organizational skills and attention to detail
- Ability to multitask
- Strong interpersonal skills
- A proactive and collaborative team player with a strong sense of confidentiality

Essential Qualifications:

- Bachelor's degree
- Customer-focused, goal-oriented action
- Team player

- Previous HR experience
- Strong professional references
- Ability to manage time efficiently and meet deadlines

Preferred Qualifications:

- Previous HR experience in an educational environment
- Master's degree

Applications will be accepted and evaluated until this position is filled. Preference will be given to candidates who are already located in the UAE.

Interested applicants must submit the following required documents via email to recruitment@aud.edu.

Please state the title of the position as the subject of the email.

- Cover letter
- Updated CV
- Contact information for three (3) academic/professional references

*Please note that only shortlisted candidates will be contacted for the next stage of the selection process.
No phone inquiries, please.*