



HR & Administration Executive

Job Code: QGMD/HR25001

Application Deadline: 30th April 2025

Job Role

Responsibilities

- Manage the recruitment and onboarding process of new employees
- Monitor and check employee performance, attendance records and leave credits
- Process payroll, leave settlements and end-of service benefits
- Track probation and annual appraisals with timelines and ensure results are communicated to the concerned employee
- Conduct exit interviews and other formalities required for resigning/terminated employees
- Maintain the HR files of current and resigned/terminated employees
- Conduct training, workshops and coaching sessions according to individual needs of each employee
- Arrange travel itineraries and accommodations for employees and visitors
- Maintain calendar of meetings and interviews
- Spearhead company events and activities such as team building, conferences, board meetings and sports tournaments
- Assist HR Managers to implement effective organizational structures which reflect the company's business goals.
- Ensure compliance with all HR & Administration legislation and keep up to date with changes which may affect the company.

Requirements:

- Bachelor's degree in Human Resources, Psychology, Business Administration, or any related discipline.
- At least two (2) years of experience in HR and Admin role.
- Solid knowledge and understanding of Qatar Labor Law, HR functions and best practices.



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- Excellent communication and interpersonal skills.
- Proficient in MS Office and HRIS systems.
- Ability to handle sensitive information with confidentiality.
- Strong organizational and multitasking abilities.