

JOB TITLE: HR Specialist

Positions report to the Managing Director

Company Overview:

Join the dynamic team at Nordic Homeworx, a leading flooring company based in Dubai, UAE. We specialize in providing high-quality flooring solutions to residential homeowners, commercial clients, designers, architects, fit-out contractors, and developers. Representing one of the world's oldest and most prestigious flooring brands, we are committed to excellence and innovation in everything we do. If you're ready to make your mark in a forward-thinking organization and contribute to shaping a vibrant work culture, we invite you to apply for the position of HR Specialist.

Position Overview:

As an HR Specialist at Nordic Homeworx, you will play a pivotal role in driving our HR initiatives to new heights. You will lead the recruitment process, develop onboarding programs, and spearhead culture and wellness initiatives to foster a positive work environment. Your responsibilities will also include identifying training needs, managing performance evaluations, ensuring compliance with UAE labor laws, and maintaining HR metrics for reporting.

Key Responsibilities:

Talent Acquisition and Onboarding:

- **Lead the recruitment process:** including job postings, candidate sourcing, interviewing, and selection
- **Onboarding Development:** Develop and implement effective onboarding and orientation programs to integrate new employees seamlessly into the organization

Culture and Wellness Initiatives

- Lead initiatives that promote employee well-being, work-life balance, and a healthy company culture
- Plan and organize company events, team-building activities, and recognition programs
- Foster positive employee relations by addressing concerns, resolving conflicts, and promoting open communication
- Conduct regular check-ins and surveys to gauge employee satisfaction and identify areas for improvement

Training and Development

- Identify training needs and coordinate the development of training programs to enhance employee skills and knowledge
- Encourage continuous learning and career development opportunities.

Performance Management

- Oversee the performance management process, including goal-setting, performance reviews, and development plans.
- Provide guidance and support to managers on performance-related matters.
- Develop employee performance review and feedback forms and structure.

Compensation and Benefits

- Monitor compensation and benefits programs, ensuring competitiveness in the industry; knowledgeable on compensation in UAE
- Regularly review and provide recommendations on the company's benefits package to attract and retain top talent.

Policy Development and Implementation

- Develop and implement HR policies and procedures in compliance with legal and ethical standards.
- Ensure consistent application and understanding of policies across the organization.

Compliance and Legal

- Stay updated on UAE labour laws and regulations, ensuring the company's compliance.
- Oversee the preparation and submission of required reports and documentation.

Metrics and Reporting

- Establish and maintain HR metrics to measure the effectiveness of HR programs.
- Provide regular reports and analyses to senior management.

QUALIFICATIONS / KEY SKILLS REQUIRED:

- Bachelor's degree in Human Resources, Business Administration, or a related field
- 3+ years of proven HR experience in the UAE, preferably in customer service industry.
- Strong knowledge of HR policies, procedures, and best practices
- Excellent communication and interpersonal skills
- Demonstrated ability to handle sensitive and confidential information with discretion
- Strategic thinking and the ability to align HR initiatives with overall business objectives
- Experience with diversity, equity, and inclusion initiatives is desirable
- Proficient in Google Workspace applications and HRIS (ZenHr is desirable)
- Fluency in both written and spoken English is required (Arabic is desirable)

BENEFITS:

- Competitive base salary plus commission and performance-based incentives.
- Comprehensive training and ongoing professional development.
- Opportunity to work with a dynamic and collaborative team.
- Access to company resources and support to excel in the role.
- Potential for career advancement within the team.

Why Join Us:

At Nordic Homeworx, we offer more than just a job; we offer a rewarding career in a collaborative and innovative environment. You will have the opportunity to work with a diverse team of professionals who are passionate about delivering excellence in everything we do. As an HR Specialist, you will have the chance to make a meaningful impact on our organization and contribute to our continued success.

How to Apply:

If you are ready to take the next step in your HR career and join a dynamic team that values creativity, innovation, and excellence, we want to hear from you! Please submit your resume and cover letter outlining your qualifications and why you are the perfect fit for the HR Specialist position at Nordic Homeworx to careers@nordichomeworx.com. Join us in shaping the future of wood flooring solutions and making a positive difference in the lives of our clients and employees. Apply now!