



Always in
movement
to protect

Geneva | Abu Dhabi | Bahrain | Dubai

HUMAN RESOURCES ASSISTANT | UAE | FULL-TIME

| AVAILABLE INSTANTLY

About us:

ZENDATA is a leading player in the cybersecurity industry, offering services such as complete, fully- managed cyber protection, vulnerability assessment, pen testing, and red teaming. With locations in Geneva, Dubai, and Bahrain, ZENDATA provides services to clients globally and collaborates with law enforcement authorities and threat intelligence companies. As an official cybersecurity expert of the Swiss federal government, ZENDATA's expertise is recognized by institutions, businesses, and the media.

Role Description:

As an HR Assistant, you will play a key role in supporting human resources operations, handling various administrative and operational tasks. You will assist in the recruitment process, as well as in the onboarding and relocation of new employees. You will be responsible for maintaining employee records in compliance with UAE labor regulations, tracking leave balances, managing employee benefits, and preparing HR reports while ensuring policies are up to date. Finally, you will also contribute to organizing training sessions, company events, and employee engagement activities, while providing general administrative support to the office.

Primary Responsibilities:

Recruitment Support:

- Assist with the recruitment process by posting job ads, reviewing resumes, scheduling interviews, and preparing candidate communications.
- Maintain an updated applicant tracking system and candidate database.

Employee Onboarding & Relocation:

- Assist in the onboarding process by ensuring all required documents are collected, including:
 - Work visa, Emirates ID, and medical test coordination with authorities (MOHRE, ICP).
 - Support with relocation logistics (flights, accommodation, initial setup).
 - Assist in opening bank accounts and setting up payroll information.
 - Ensure new employees receive IT equipment and access to company systems before their start date.

Employee Records & Documentation:

- Maintain and update employee records (both physical and digital) in compliance with UAE labor laws.
- Assist in tracking and updating employee information, including personal details, job roles, and benefits.
- Support in the preparation and renewal of employment contracts and visas.

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Benefits & Leave Management:

- Assist in processing employee benefits such as health insurance and other allowances.
- Track and manage employee leave balances (annual leave, sick leave, unpaid leave) according to UAE labor law.
- Help with employee inquiries related to HR policies and benefits.

HR Administration & Compliance:

- Support in preparing HR reports (attendance, payroll input, compliance reports).
- Assist in maintaining and updating HR policies and procedures in line with UAE regulations.
- Support OKRs and KPIs process.

Training and Development Support:

- Help in organizing training sessions, workshops, and employee development programs.
- Maintain records of training participation and certifications.

General HR & Office Support:

- Respond to employee inquiries related to HR policies and processes.
- Assist in maintaining HR correspondence and administrative files.
- Support office management tasks, including employee engagement activities and company events.

Skills and Qualifications:

- Bachelor's degree in human resources, Business Administration Psychology, or a related field (preferred).
- Ongoing professional development in HR practices is highly desirable.
- Ideally, at least 1-2 years of experience in an administrative or HR support role, preferably within a fast-paced environment.
- Exposure to HR systems, record keeping, and basic HR functions (recruitment, employee benefits, etc.) is a plus.
- Proficiency in HRIS (Human Resource Information Systems) such as Workday, SAP SuccessFactors, or ADP.
- Familiarity with Microsoft Office Suite (Excel, Word, PowerPoint Outlook).
- Familiarity with recruitment processes, including job postings, applicant tracking, interview scheduling, and onboarding.
- Understanding of UAE employment laws and regulations

Benefits:

- Dynamic and innovative work environment.
- Opportunities for professional development and continuous training.
- Competitive salary package with comprehensive social benefits.
- Take part in stimulating projects with a strong technological component.