



Human Resources Specialist

About Al-Ghad College of Applied Medical Sciences:

A leading private educational institution in the Kingdom of Saudi Arabia, aiming to meet the growing need for qualified national talent in the healthcare sector. The colleges' branches are spread across eight major regions and cities (Riyadh, Jeddah, Medina, Dammam, Tabuk, Buraidah, Najran, and Abha). The colleges offer bachelor's programs in applied medical sciences. Al-Ghad Colleges are accredited by the Ministry of Education.

About the Position:

Job Title: **Human Resources Specialist**

Location: **Riyadh**

Nature of Work: **Full-time**

Working Hours: **(48 hours per week)**

Job Description

Human Resources Specialist is responsible for managing all human resources activities. This role involves implementing HR policies, support recruitment and onboarding, leading employee relations, and guaranteeing adherence with local labor laws and company standards. This role will require collaboration with regional and corporate HR teams to align HR strategies with overall strategic objectives, support talent management and development initiatives, and promote a positive workplace culture. This position requires excellent communication and leadership skills, a conformed understanding of HR practices, and address HR challenges efficiently at the local level.

Qualifications:

Bachelor's in Human Resources, Business Administration, or related field.

experience:

Confirmed experience in similar role (minimum 7 years).

skills:

- Confirmed knowledge in HR services and operations.
- Confirmed knowledge in Saudi Labor Law.
- Pay and rewards.
- Development and retention.
- Engagement and employee experience.
- Human Resources (HR) and HR Management skills
- Experience in developing HR policies
- Knowledge of managing employee benefits
- Personnel Management expertise
- Strong communication and interpersonal skills
- Ability to handle confidential information professionally.
- Excellent influencing and interpersonal skills with people.
- Strong written and oral communication skills, including presentation skills.
- Basic level of coaching/mentoring skills.





- Effective planning skills.
- The ability to analyze findings, generate metrics and build solutions.
- Event design and facilitation skills.
- Numeracy and quantitative and qualitative data skills (proven knowledge in Excel, etc).

Responsibilities:

- Managing electronic government transactions on platforms affiliated with the Ministry of Human Resources and Social Development, such as the Qiwa platform and the Muqem portal.
- Implement HR strategies and initiatives aligned with the overall business strategy at the location level.
- Provide HR support and partnership to business units including assisting with workforce planning and talent management and ensuring alignment with HR strategic objectives.
- Provide comprehensive HR support to employees.
- Support recruitment efforts in the location of hiring top talents and aligning with localization, and DEI plans.
- Run employee communications in conjunction with the HR department.
- Handle employee relations issues, including conflict resolution, disciplinary actions, and grievance procedures. Champion a positive and inclusive workplace environment.
- Drives the performance management process and ensures maximum participation and completion.
- Responsible for new hire orientations and induction.
- Identify training needs and coordinate the delivery of training programs. Support employee development through coaching, mentoring, and career planning.
- Administer compensation and benefit programs, ensuring they are market-competitive and aligned with company policies.
- Guarantee adherence with all local regulations. Maintain up-to-date knowledge of HR standard processes and updates.
- Implement and carry out HR policies and procedures. Ensure consistency and fairness in HR practices.
- Promote employee engagement initiatives and activities. Ensure employee surveys and feedback sessions are conducted to identify areas for improvement.
- Assess the integration of any new HR system/tool/Practice to the location and deliver vital awareness and training.
- Track and analyze HR metrics to evaluate areas needing improvement and produce comprehensive reports.
- Champion diversity, equity, and inclusion efforts. Promote a culture of continuous improvement, innovation, and collaboration.
- Collaborate with area and regional HR to support the daily needs and activities.
- Apply HR systems and technology to streamline HR processes and improve efficiency.

