



Overseas Distribution Company – HR Officer Dubai

HR Officer Dubai

Are You the Administrative Rockstar We're Looking For?

Do you want to play a key role in helping us achieve our ambition to become the most responsible employer in our industry? At Overseas Distribution Company (ODC), we're looking for an HR Officer with exceptional organizational skills, a strong sense of responsibility, and a proactive mindset.

In this role, you'll work closely with and report to the HR Manager and the People & Corporate Affairs Manager, ensuring smooth HR operations and an outstanding employee experience.

Your Responsibilities

HR Administration & Onboarding

- Prepare administrative processes for new hires, including salary proposals, contracts, and personnel files.
- Organize seamless onboarding and offboarding: badges, communication with staffing partners, time registration.
- Maintain accurate personnel files and keep HR systems up to date.
- Handle administrative tasks such as social documents, reports, and correspondence.
- Oversee fleet administration, group insurance, hospitalization insurance, and related benefits.

Employee Management

- Process vacation requests, sick leave notifications, and work-related accidents.
- Prepare accurate salary calculations for workers and drivers to ensure error-free payouts.
- Act as the first point of contact for employees and provide advice on HR-related questions.

Recruitment & Employee Experience

- Support the full recruitment process: drafting job ads, managing applications, and coordinating interviews.
- Co-organize staff events, from informal gatherings to sports activities, fostering engagement and team spirit.
- Contribute to internal communication and employee involvement initiatives.

Our ideal candidate's profile

- Bachelor's degree in HR, Business Administration, or equivalent experience, combined with initial hands-on experience in hard payroll and administrative processes.

- Excellent command of English.
- Discreet, reliable, and company-oriented.
- Strong administrative skills and attention to detail.
- Good communication and interpersonal skills.
- Proactive, solution-oriented, and a true team player.
- Comfortable with digital HR systems and MS Office.
- Knowledge of UAE and/or Belgian social legislation is a plus.
- You identify with our values: respect, continuous improvement, engagement, transparency, and collegiality.

What do we offer you?

- Become part of a close-knit, ambitious team of two that's growing and shaping the Overseas HR together.
- Work in a dynamic, international, and growing company.
- Enjoy an open culture with short communication lines and a supportive team.
- Focus on well-being, inclusivity, and collaboration.
- Competitive salary package, extra-legal benefits, and flexibility.

About ODC

Overseas Distribution Company is a financially healthy and fast-growing organization with a global presence. Every day, we build strong, sustainable, and people-focused relationships. Are you ready to grow with us and make an impact as an HR Officer in an ambitious, forward-thinking team? Apply now!

<http://www.overseas.be/>