



<https://old.transcorp-intl.com/job/hr-generalist/>

## HR Generalist

### Description

The HR Generalist will oversee all HR operations for KSA, handling the full spectrum of HR activities, including recruitment, performance management, training, and employee relations. This role will also be responsible for ensuring compliance with Saudi labor laws, managing government relations, and supporting Saudization efforts. The HR Generalist will work closely with internal teams to foster a positive work environment and ensure smooth HR processes.

### Responsibilities

#### Recruitment & Onboarding:

- Manage end-to-end recruitment processes, ensuring compliance with labor laws.
- Oversee onboarding processes, ensuring smooth integration of new employees into the organization.

#### Employee Relations & Performance Management:

- Serve as a point of contact for employee concerns, resolving conflicts and maintaining positive employee relations.
- Implement and manage performance review systems, providing guidance on employee development and feedback.

#### Government Relations (GRO) & Legal Compliance:

- Handle all governmental procedures, including iqama processing, visa renewals, and work permits.
- Ensure compliance with Saudi labor laws and regulations, particularly in relation to Saudization requirements.

#### Training & Development:

- Identify and coordinate training programs to support employee growth and align with company objectives.
- Ensure employees are continuously developing in line with company expectations and market demands.

#### HR Administration & Reporting:

- Maintain HR records, ensuring that all documentation is up-to-date and accurate.
- Provide regular HR reports to senior management, tracking key metrics such as employee turnover, compliance, and Saudization progress.

#### Compensation & Benefits:

- Administer payroll processes and ensure timely and accurate salary payments.

### Hiring organization

Transcorp International

### Employment Type

Full-time

### Job Location

Riyadh, KSA

### Date posted

May 26, 2025

- Manage employee benefits programs, including health insurance, leaves, and allowances, ensuring compliance with local regulations.

**Employee Engagement & Retention:**

- Develop and implement initiatives to boost employee engagement and retention, ensuring a positive workplace culture.
- Conduct exit interviews and analyze feedback to improve employee satisfaction and reduce turnover.

**Attendance Management:**

- Monitor employee attendance and manage leave records, ensuring compliance with attendance policies.
- Address any discrepancies in attendance records and ensure accurate tracking.
- Oversee the punch-in/out system and generate attendance reports.

**Audit Participation:**

- Assist in the preparation and maintenance of documents for internal and external audits.
- Participate in HR-related audits, ensuring compliance with labor laws, payroll regulations, and company policies.
- Implement corrective actions based on audit findings and ensure adherence to compliance protocols.

**Qualifications****Education:**

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

**Experience:**

- Minimum 3-4 years of HR Generalist experience.
- Strong knowledge of Saudi labor law, government relations, and Saudization.

**Skills:**

- Excellent communication and interpersonal skills.
- Strong organizational and time-management abilities.
- Proficiency in HR software and Microsoft Office Suite (Excel, Word, PowerPoint).
- Proficiency in English

**Key Competencies:**

- Recruitment & Onboarding
- Government Relations (GRO)
- Performance Management
- Employee Relations
- Compliance & Legal