

## **Sustainability Excellence** **Human Resources & Admin Officer**

Sustainability Excellence is looking for an exceptional Human Resource & Admin Officer to join our ambitious and energetic team in Amman, Jordan.

Sustainability Excellence is a leader in sustainability consulting and reporting services. We are a fast-growing firm, operating out of Jordan, Qatar and the United Arab Emirates, providing a full range of sustainability services to companies and governments across the Arab region. We view sustainability management as the next step in management excellence and central to business innovation and competitiveness. Our clients are amongst the leading companies and organizations in the region in pioneering sustainability management and reporting. They span 8 countries and more than 15 sectors.

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### **Expectations of the position:**

This position requires a highly organized individual with excellent time management, attention to detail, resourcefulness, and written and verbal communication skills. The key role of the HR/Admin officer is to facilitate human resource processes, assist in daily office needs and support in the company's general administrative activities.

### **Experience Required:**

Minimum 2 years of experience in human resources and administration.

### **Location & Travel Requirements:**

The position is based in Amman, Jordan – where the Administration and Operation department are based. No travel is required.

### **Reporting To:**

The Human Resources and Admin Officer will report directly to the Operations Manager

### **Knowledge Desired:**

- Business Degree from an Accredited University, preferably complemented by a Master degree; Human Resources or relevant track
- Knowledge of local and preferably regional (GCC) labour laws

### **Main Tasks:**

#### HR Tasks

- Manage and maintain the company's HR System
- Support the recruitment and hiring process from sourcing candidates, screening, shortlisting, to issuing employment contracts
- Handle the onboarding and new employee orientation process

- Maintain records of personnel-related data (personal information, leaves, turnover rates etc.) in both paper and electronic format as needed and ensure all employment requirements are met
- Facilitate employee annual performance reviews and handle the administration of contract renewals and terminations
- Manage the employee offboarding process
- Communicate with lawyers on all HR related matters
- Manage employee health insurance plans; including enrollments, changes, and terminations
- Support in any work permit and residency application processes required for foreign employees
- Arrange and handle employees travel requirements (Flights, ticketing, visas, hotel accommodation and transportation)
- Keep track of employee attendance and leave requests
- Assist in drafting and updating HR bylaws and policy documents
- Respond to internal and external HR related inquiries or requests and provide assistance to employees when needed
- Schedule meetings, interviews, HR events etc. and maintain the HR & admin agenda
- Communicate and coordinate with external parties (lawyers, insurance agents, driver, etc.)
- Liaise with internal departments or functions to support day to day tasks
- Support other functions as assigned by the Operations Manager

#### Admin Tasks:

- Maintain, update and handle company legal document renewals (registration certificates, trade licenses, chamber of commerce memberships, etc.)
- Organize and maintain a filing system for important and confidential company documents
- Manage office supplies inventory and procurement
- Manage communications subscriptions and monitor usage and cost (landline, mobile, internet)
- Update office policies as needed and handle internal announcements and communications
- Maintain a company calendar and schedule appointments
- Schedule in-house and external events
- Support in client relationships through supplier portals (registration and regular update of company data)
- Administer and process all Petty Cash transactions and manage flow of Petty Cash
- Prepare cash and check vouchers as needed
- Arrange courier services locally and internationally
- Assist in sourcing vendors for different services (cleaning, training, printing, etc.)
- Perform general clerical duties including but not limited to: photocopying, faxing, mail distribution, filing, and answering and directing phone calls
- Support other functions as assigned by the Operations Manager

#### **Skills Required:**

- Strong analytical skills with high attention to detail
- Outstanding communication skills
- Excellent English writing skills
- Resourcefulness and proactivity in problem solving
- Ability to work under pressure and coordinate tasks with personnel at all levels

- High proficiency with computers, Microsoft Office (Word, Excel, PowerPoint)
- Self-motivated, enthusiastic, passionate and creative

**Language Proficiency:**

- Fluency in English – reading, speaking, writing
- Fluency in Arabic - reading, speaking, writing

If interested, please email cover letter and CV to: [hr@sustainabilityexcellence.com](mailto:hr@sustainabilityexcellence.com)