



October 2011

Contract Duration for 3 years

Resumes to jobs@conciel.com

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Job Descriptions

Recruitment Coordinator

Job Title	Recruitment Coordinator
Qualification	Bachelor Degree
Skills	Ability to integrate recruiting best practices within assigned scope of responsibilities Working knowledge of Outlook and standard Microsoft applications
Experience	<p>5 Years Experience in Desired Field</p> <ul style="list-style-type: none"> • Experience working with an applicant tracking system is a plus but not a requirement • Prior Staffing / Recruiting experience is a plus • Experience in a high volume, transaction-oriented recruiting environment is a plus but not a requirement • Full-cycle recruiting experience filling high volume number of positions (30+) in various disciplines at all levels of an organization • Experience partnering with Human Resources and hiring managers regarding the recruiting process
Role	<ul style="list-style-type: none"> • Provides support to recruiters within the staffing function, including administrative and compliance support for the recruitment process • Duties include, but are not limited to, reviewing resumes, conducting initial candidate screens, administering assessments, running background checks, monitoring and analyzing payroll reports, obtaining assessment results, scheduling interviews, arranging travel as needed for interviews, assisting with pre-employment verifications, performing data entry of candidate activities, processing hires, generating hiring manager memos and confirmation letters, tracking completion of fingerprinting and Immigration activities, ensuring new hire access to the portals, etc. • Will be working with candidates from the beginning of the cycle through start date. • Must be able to follow given processes and work in a fast paced environment. • Review As Is process & Propose To Be processes as per industry standards and best practices inclusive of publishing manuals as required



Recruitment Specialist

Job Title	Recruitment Specialist
Qualification	Bachelor Degree
Skills	
Experience	5 Years recruiting Experience Strong oral and written communication skills Ability to work with Word, Outlook, web browsers, and various internet search engines
Role	<ul style="list-style-type: none">• Establish rapport with hiring managers and help to define requirements for recruiting strategy.• Post reqs., both internally as well as externally (Internet, user groups, professional associations, newspapers, magazine, etc.).• Source, screen and interview candidates.• Heavy networking to build and maintain a strong candidate base• Coordinate interviews and gather candidate feedback from interviewers.• Explain company benefits to candidates and convey the opportunity to work for the company.• Maintain contact with candidates prior to start date.• Monitor and update internal and external job boards to insure requisitions are pushed out accurately from ATS (Applicant Tracking System)• Troubleshoot and communicate ATS issues or concerns with ATS Team/vendor.• Review monthly/quarterly recruitment metrics with Recruitment Manager to ensure target time to fill, aging and other metrics are on track.• Provide strategic consultation to create effective advertising campaigns.• Negotiate offers with candidates and consult with HR Compensation Specialist and hiring manager to formulate effective offers.• Coordinate and staff company's recruiting booth at career fairs• Review As Is process & Propose To Be processes as per industry standards and best practices inclusive of publishing manuals as required



Training Specialist

Job Title	Training Specialist
Qualification	Educated to graduate level preferred, however a proven track record is mandatory
Skills	
Experience	<ul style="list-style-type: none"> • Ability to work independently and with minimal supervision • Experience supporting an analytical and data driven website • Excellent internet and software application skills • Ability to manage multiple projects and effectively meet deadlines • Excellent presentation skills • Excellent interpersonal, written and verbal communication skills • Fluency in English & Arabic, verbal and written (preferred) • Desire to succeed in a demanding, innovative, and entrepreneurial environment • Ability to manage multiple projects and effectively meet deadlines • Multi-tasking skills and ability to remain effective and patient under pressure
Role	<ul style="list-style-type: none"> • Prepare and evaluate training materials prepared independently and by subordinates, such as outlines, text, and handouts. • Coordinate, schedule and conduct business and technical training for new hires and current employees. • Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials. • Monitor training costs to ensure budget is not exceeded, and prepare budget reports to justify expenditures. • Select and assign instructors (business partners) to conduct training. • Identify and assess training needs of staff by conferring with managers and supervisors or conducting surveys. • Produce training materials for in-house courses as appropriate. Amend and revise materials as necessary, in order to adapt to changes that occur. • Facilitate and conduct the execution of all training plans. • Periodically, evaluate training effectiveness. • Review As Is process & Propose To Be processes as per industry standards and best practices inclusive of publishing manuals as required



Payroll Specialist

Job Title	Payroll Specialist
Qualification	Bachelor Degree
Skills	
Experience	<ul style="list-style-type: none"> • Ability to read, analyze, and interpret general business periodicals. • Ability to write reports, business correspondence • Ability to effectively present information and respond to questions from groups of managers, team members and clients • Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form • Ability to deal with problems involving several concrete variables in standardized situations • Typing, MS Office Suite including Outlook, Excel, Word, Etc
Role	<ul style="list-style-type: none"> • Gathering and inputting all required information from internal and client resources to ensure the payroll is set-up and processed correctly and in a timely manner • Communicating with clients on an on-going basis during set up to ensure understanding of client specific needs, reports available, reporting deadlines, etc • Preparing Weekly, Semi-Monthly, Biweekly and/or Monthly payrolls as required • Maintaining all associated files to ensure employee paperwork is accurate and timely and client information sheet is current • Establishing and maintaining a positive working relationship with clients and co-workers to promote a quality of service image • Following established guidelines, processes and procedures • Researching and understanding assigned training topics and presenting in a professional manner • Performing special projects as requested from supervisors • Auditing all payrolls for 100% accuracy • Review As Is process & Propose To Be processes as per industry standards and best practices inclusive of publishing manuals as required



Payroll Coordinator

Job Title	Payroll Coordinator
Qualification	Bachelor Degree
Skills	
Experience	<ul style="list-style-type: none"> Accounting training with a focus on payroll and a minimum of 5 years payroll experience knowledge of payroll and accounting (accounts payable, accounts receivable, billing and maintenance of bank accounts). Intermediate to advanced skills in Microsoft Office and Excel. Multi-task and detail oriented Exceptional oral and verbal communication skills.
Role	<ul style="list-style-type: none"> Compiles and processes payroll data such as hours worked, taxes, fringe benefits and other related union and employee information from timesheets and other records. Prepares and issues paychecks and distribution of paychecks. Prepare documents for hiring or terminating employees, verify accuracy of employee related data required for processing payroll. Reviews wages computed and corrects errors to ensure accuracy of payroll. Record changes affecting net wages such as exemptions, insurance coverage, and union dues for each employee to update master payroll records. Prepares periodic reports of earnings, taxes, and deductions. Prepares and distributes Certified Payroll reports as required. Keeps records of; as required, daily, weekly, monthly, quarterly, and annual closing related to payroll data. May assist controller in other related accounting functions such as accounts payable, accounts receivable and billings. Review As Is process & Propose To Be processes as per industry standards and best practices inclusive of publishing manuals as required



Training Coordinator

Job Title	Training Coordinator
Qualification	Bachelor Degree in Administration , HR or Related
Skills	
Experience	5 Years Experience
Role	<p>1. Organize internal training programs:</p> <ul style="list-style-type: none"> • Search training suppliers, signed a contract with the partners at the company. • Contact trainer and line managers to determine the location, time, facilities and training. • Making training program and send to training manager of approval and sent to all departments concerned. • Directly or authorization for junior training staff to organize and monitor the training. • Preparing all tools for training. • Organize the training include: review the list of participants, distribution of materials and training, monitor trainee in training, support trainer in training. • Make training list for employees to sign, take back training documents. • Other work to fulfill training program. <p>2. Organize external training programs:</p> <ul style="list-style-type: none"> • Contact with the outside training for the program. • Make external training program and send to director for approval. • Preparing procedures for employees, management who are appointed for training. • Get the document, certificates with photo and keeping. <p>3. Making training materials for company.</p> <ul style="list-style-type: none"> • Contact with line managers / supervisors to build up schedule for training materials • Making the draft of training documents. • Sending training documents to training manager to review and approved by Director. • Manage training materials stipulated by regulations. • Backup, check training materials periodically. <p>4. Manage the training records of the company:</p> <ul style="list-style-type: none"> • Record training plan, training program .



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- Record employee list who are trained
- Record results of evaluation and training.
- Records of training specialist and training suppliers.
- Archive records of training, including course content, the training, the number of students, results, feedback ...
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Training Analyst

Job Title	Training Analyst
Qualification	Bachelor Degree in Administration , HR or Related
Skills	
Experience	<p>5 Years Experience</p> <p>Previous experience of training coordination and analysis, career planning and staff counseling</p> <p>Excellent communication skills in both written and verbal Arabic & English</p>
Role	<ul style="list-style-type: none"> • Coordinate special developmental and learning events/functions. • Assist and analyze Core business Departments' training needs and programs. • Liaise with Department Managers, training proponents and employees. • Contribute to weekly, monthly and ad hoc reports. • Contribute to Accountability Reports and Business Plans. • Coordinate educational development programs for a wide range of employees. • Develop and maintain accurate training schedules. • Design and coordinate training surveys and evaluation requirements. • Participate in orientation programs for new hires. • Coordinate employee self-study programs. • Monitor and maintain supplies of training materials and office supplies. • Schedule and assist in maintaining department classrooms, and in ensuring facilities are prepared for scheduled events. • Ensure employees are enrolled in required courses . • Counsels trainees when required. • Maintain necessary training records on all employees. • Submit periodic reports on progress of individual trainees and/or entire program to management. • Review As Is process & Propose To Be processes as per industry standards and best practices inclusive of publishing manuals as required



Compensation and Benefit Analyst

Job Title	Compensation and Benefit Analyst
Qualification	Bachelor Degree
Skills	<ul style="list-style-type: none"> • Good level of MS Excel – data manipulation, formula, graphs. • Internet, database and strong IT skills. • Good communicator and team player. • Ability to work in numerical detail and summarize the key points for non-HR focused audience. • Ability to work in a multi-cultural, matrixed environment. • Customer focused attitude. • Strong problem solving mindset.
Experience	<p>5 Years Experience in desired field</p> <ul style="list-style-type: none"> • Solid administrative and analytical compensation and benefits experience. • Analysis and preparation of reports and presentation of Compensation and Benefits information/data. • HR software /application administration and maintenance. • Job matching into Surveys and Job Evaluations. • Understanding of Employment Law practice and areas relating to Equal Pay and Working Time regulations. • Preparation and executions of presentations including the use of MS PowerPoint. • Working knowledge of data protection act. • Experience of liaising and negotiation with service providers including SLA agreements.
Role	<ul style="list-style-type: none"> • Provide key regular management information reports and analysis for compensation and benefits matters. • Assist with the management of benefit suppliers as required in order to ensure that all are kept informed of any changes in arrangements, contracts and service standards • To be point of escalation for employee enquiries and internal HR team enquiries regarding current and past benefits and benefit issues to provide information and guidance to seek to resolve questions or issues or to escalate as appropriate. • Provide benchmarking analysis and market data as requested by the business. • Support and assist in the review and continuous improvement of all C&B related processes and policies. • Supporting the annual Bonus, Sales Incentive Plans, salary review processes by building and moderating spreadsheets and analyzing data.



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- Assisting with supplier and benefit review processes and implementation of any changes.
- Provide support for Pension planning and strategy within Qatar.
- Undertake monthly reward and benefit reporting and provide updates for the business and the HR Leadership team.
- Run local benefit services, loyalty programs and administer C&B Intranet.
- Provide support for communication and processes within Talent Management
- Review As Is process & Propose To Be processes as per industry standards and best practices inclusive of publishing manuals as required



Compensation and Benefit Coordinator

Job Title	Compensation and Benefit Coordinator
Qualification	Bachelor degree (preferred from Finance or Business Management Faculty).
Skills	
Experience	<ul style="list-style-type: none"> • 5 year experience in C&B management • Strong knowledge in salary structure and development, benefits and compensation, surveys/benchmarking and job evaluation systems • Able to handle confidential information appropriately
Role	<ul style="list-style-type: none"> • Manage efficiently (implement, maintain & improve) reporting, database and the payroll service provider. • Co-ordinate the timely gathering of payroll required information and process this efficiently. • Recommend compensation policies and procedures that are aligned with and that support the business in achieving its objectives. • Monitor HR legislation and recommend ways to maintain compliance of the compensation policy and procedures with this. • Manage efficiently the monthly reporting needs of the company in a timely and efficient manner (headcount, over hours, turnover, absenteeism, salary cost, and salary structure). • Co-ordinate the gathering of necessary information for the headcount and salary yearly budgeting exercise and process this efficiently and accurately. • Implement and maintain the job evaluation process in the company. • Supervise and maintain the salary grading structure within the company. • Implement human resources policies and procedures. • Monitor HR legislation and ensure compliance with this and all HR administrative activities. • Coordinate the update for labor books, personnel files, employees' register. • Implement the exiting procedure when an employee is hired or leaves the company in order to meet legislation and internal rules. • Provide monthly, quarterly and requested reports on personnel turnover, evolution, cost, budgets, etc. • Provide support for employee on benefits granted by the company. • Recommend actions and procedures that improve the competitiveness of the company employment offer, the motivation and the energy of employees as well as the communication within



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	<p>the company.</p> <ul style="list-style-type: none">• Review As Is process & Propose To Be processes as per industry standards and best practices inclusive of publishing manuals as required
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Compensation and Benefit Specialist

Job Title	Compensation and Benefit Specialist
Qualification	Bachelor degree in Management or Accounting
Skills	<ul style="list-style-type: none"> • Knowledge of local and some international salary and benefits practices. • Knowledge of Qatar Labor Law. • Excellent communications skills. • Excellent Computer Skills including Oracle ERP HR Module. • Excellent written & spoken English. • Good level of analytical and problem solving skills
Experience	5 Years relevant experience
Role	<ul style="list-style-type: none"> • Supervise Activities by planning, coordinating and implementing compensation and benefit scheme, monthly payroll, annual increment and bonus computation for all employees. • Comply with Regulations by ensuring all employees' compensation and benefit scheme is applied properly and in accordance with approved policies and procedures. • Complete Reports by preparing all Compensation and Benefit reports requested by management including supporting Finance function, and provide HR related information to facilitate statistical reports and surveys. • Complete monthly Payroll for staff by coordinating the timely gathering of payroll required information and processing this efficiently. • Generate regular Social Insurance Reports by preparing and creating the Social Insurance report every month or as per mandatory requirement. • Maintain Competitiveness of Benefits Scheme by reviewing and evaluating benefits policies to ensure that programs are current, competitive and in compliance with legal requirements and environment. • Implement benefits to increase the quality of life for employees, by working with and researching benefits issues. • Maintain Compensation & Benefits Information and Records by compiling statistical reports and updating data-base concerning personnel-related information such as performance management system. • Assist Management in Related Decision Making by developing and presenting to the head of HR function latest market trends in regard to social-economic situation such as cost of living, inflation and propose the appropriate solutions. • Provide advice to Management on Annual Increments & Bonus by



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	<p>developing plans addresses management concerns related to annual salary increment and bonus distribution and presenting as proposal plans.</p> <ul style="list-style-type: none">• Mediate between benefits providers and employees by assisting in matters such as handling employees' benefits-related questions or taking suggestions.• Assist in implementing Performance Management System by distributing and supervising the Performance Management Procedure and Forms to all departments following Company agreed calendar and Policy.• Review As Is process & Propose To Be processes as per industry standards and best practices inclusive of publishing manuals as required
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Purchasing Specialist

Job Title	Purchasing Specialist
Qualification	Bachelor's Degree in Materials Management, Supply Chain Management, Finance, Business Administration, Purchasing & Logistics
Skills	
Experience	7 years of experience in purchasing or related materials activities
Role	<ul style="list-style-type: none"> • Handles specialized, non-standard requisition or purchase agreement developments for materials which are unusual or require evaluation or technical understanding normally beyond the scope of the assigned unit staff. • Serves as project leader or advisor on special assignments dealing with major or complex issues related to either a local or worldwide purchasing matter, or resulting from claims and/or company audits which often require close interface with support functions. • Conducts special studies for the division and complies and evaluates performance data relative to the purchasing function. • Implements new or revised purchasing systems and procedures within a purchasing division and provides continued functional guidance to purchasing line operations on an ad hoc basis. • Provides specialized functional training to purchasing personnel under development. • Represents purchasing at meetings with departments to either review significant problems or make purchasing presentations. • Identifies areas where new or revised purchasing procedures and methods are required to meet changing business conditions and assists with the development and review of such procedures. • Provide professional purchasing support to two purchasing divisions, and as such, handles complex or non-routing assignments and special projects which require in-depth analysis or purchasing actions which are normally outside • the scope of work handled by unit level purchasing personnel or supervision. • Functions as the division staff expert on interpretation of purchasing policies and procedures • Review As Is process & Propose To Be processes as per industry standards and best practices inclusive of publishing manuals as required



Accounts Payable Specialist

Job Title	Accounts Payable Specialist
Qualification	Bachelor's Degree in Accounts, Finance, Business Administration or related
Skills	
Experience	5 years accounts payable or general accounting experience
Role	<ul style="list-style-type: none"> • Codes such items as invoices, vouchers, expense reports, check requests, etc., with correct codes conforming to standard procedures to ensure proper entry into the financial system. • Handles all vendor correspondence via phone or email • Prepares non-inventory purchase order requisitions. • Attaches the corresponding purchase orders to incoming invoices with all supporting documentation. • Investigates and resolves problems associated with processing of invoices and purchase orders. • Prepares batch check runs, wire transfers, and transactions. • Assists with monthly status reports, and monthly closings. • Reconciles various accounts by identifying errors in posting or omissions by applying appropriate accounting standards. • Process remittance information from checks, drafts and wire transfers for invoices provided by vendors, reviewing instructions accompanying items to determine proper disposition and crediting accounts in accordance with standard procedures. • Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons. • Files, maintains, and distributes accounting documents, records and reports. • Performs other duties as required to support Accounting Department. • Review As Is process & Propose To Be processes as per industry standards and best practices inclusive of publishing manuals as required