

**Job Title:** Head of Administration and HR

**Location:** Dubai

**Reports to:** Chief Executive Officer (CEO)

**Job Type:** Full-time

**About Us:**

The Art Dubai Group is a commercial public/private partnership established in 2007. We own and deliver the Middle East's leading art and design fairs and festivals, convening audiences from across the globe, providing platforms for social and cultural connections, and contributing to the growth and prosperity of the local creative economy. Our Group's mission is to build thriving ecosystems that have a global impact through initiatives that include world class events, commissioning creative talent and innovative professional development programmes, alongside offering industry expertise to private and government institutions.

We operate over 30 initiatives that include Art Dubai, the Middle East's leading international art fair, Downtown Design, the region's leading design fair with a focus on high quality design and Prototypes for Humanity, the international platform for academic innovation.

**Job Overview:**

The Head of Administration and HR will lead and manage all administrative and human resources functions, ensuring efficient and effective operations aligned with the company's goals and growth targets. This role will be pivotal in developing and implementing policies, overseeing recruitment, managing employee relations, and maintaining a productive work environment.

**Key Responsibilities:**

**Administration:**

- Oversee and manage daily administrative operations, ensuring efficiency and compliance with company policies.
- Develop and implement administrative systems, policies, and procedures.
- Coordinate with various departments to streamline processes and improve operational efficiency.
- Manage office facilities, including IT and CRM management.
- Prepare and manage budgets for administrative functions.

**Human Resources:**

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Manage the recruitment and selection process, ensuring the hiring of qualified and culturally fit candidates.
- Oversee employee onboarding, training, and development programs.
- Maintain employee records and ensure compliance with labor laws and regulations.
- Manage employee relations, addressing grievances and fostering a positive work environment.
- Develop and implement performance management and appraisal systems.
- Oversee compensation and benefits administration.

**Qualifications:**

- Minimum of 10 years of experience in administration and HR, with at least 5 years in a leadership role.
- Excellent interpersonal and communication skills.
- Proven career growth
- Proven experience in developing and implementing policies and procedures.
- Strong organizational and problem-solving skills.

**Key Competencies:**

- Leadership and team management
- Strategic thinking and planning
- Excellent communication and interpersonal skills
- Problem-solving and decision-making
- Strong organizational skills
- Integrity and confidentiality

**Why Join Us:**

- Competitive salary
- Opportunity to work in a dynamic and entrepreneurial environment
- Excellent professional development and growth opportunities

**How to Apply:**

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience to [careers@artdubai.ae](mailto:careers@artdubai.ae) by 14 June, 2024.