



Massar Job Opportunity Posted: 10.03.2025

Onboarding Administrator

Location: Riyadh, Saudi Arabia

Company: Massar Business Solutions

Employment Type: Full-Time

Job Summary:

Massar Business Solutions is seeking an organized and dynamic Onboarding Administrator to ensure a seamless integration experience for new clients and their employees. Your role will focus on coordinating, managing, and executing the onboarding process, providing new hires with a solid foundation to begin their journey in KSA.

Key Responsibilities:

- Coordinate and manage the onboarding process for new employees.
- Prepare onboarding materials and conduct orientation sessions.
- Ensure all necessary hardware and software are configured and provided to new hires.
- Work closely with HR and IT departments to ensure smooth employee integration.
- Maintain accurate records of employee documentation and onboarding feedback.

Qualifications:

- 3 years of experience in HR or administrative roles, preferably with onboarding experience.
- Should already be based in KSA
- Strong organizational and communication skills.
- Proficiency in Microsoft Office and HRIS systems.

Why Join Us? Massar Business Solutions offers a dynamic work environment where team members are encouraged to be innovative and excel. We support your professional growth with continuous opportunities and challenges. Join us to help shape the future of businesses in Riyadh!

To apply, please email recruitment@massaraa.com with you resume and cover letter.