

Normal 0 false false false EN-US X-NONE AR-SA

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JOB	أ
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A leading chemical industrial company in KSA is seeking to recruit the following

Sales Eng

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2.	أ أ
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7.	أ. أ.
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9.	أ. أ.
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Please send your CV to targetjo.com	eng@t
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الرجاء إرسال سيرتك الذاتية إلى	- البريد الإلكتروني
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أ.	الرجاء إرسال سيرتك الذاتية إلى
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Normal 0 false false false EN-US X-NONE AR-SA

An International company is seeking to recruit in KSA the following positions :

Governmental relation

Department

: Government Relation

Reports to

: Assistant Manager (S4-I)

Job Summary

: Provide general administrative, office, and supervision support for

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the Government Relation Department.

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Principal Duties and Responsibilities:

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1. • • • • • Organizes attestation of certificates and legal translation of documents to COC and MOFA and other activities related to immigration and labour.

2. • • • • • Updating and maintaining the employee information in HRMS system.

3. • • • • • Process, forwards and collects legal documents related to the contracts, ministry of labor and immigration, passport office, airport, STC, municipality etc.

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4. • • • • • Ensure that all data of employee government related updated in excel sheet and arise to the HR management time to time.

5. • • • • • Checking and ensuring that all employees have their Iqama's (Residence Identity Cards).

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6. • • • • • Ensure that all certification is renewed in a timely manner, i.e. Saudization, GOSI and company registration documents.

7. Managing GOSI (General Organization for Social Insurance) registration of all new Saudi and expats, and all related procedures and guidelines as per Saudi Labor Law.

8. Handling SCE (Saudi Council of Engineers) registration online and other related concerns.

9. Updating site and department engineers regarding the status of their SCE application.

10. Follow-up e-government applications and work online on government websites such as passports and the Office of Labor and Social Security for the execution of transactions

11. Monitoring expenses to be updated daily and all receipt attached.

12. Performs other duties related to Government Relation administration as required by the immediate superior.

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Qualifications and Experience

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Academic Qualification

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College	Â	Graduate major	Â
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Business	Â	Administration,
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Social Sciences & Psychology.

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Work Experience

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At

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Resource Department under General Affairs. Computer

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literate

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Microsoft Word and other essential programs. 2 years

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overseas experience and knowledge of labor laws is an

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advantage. With good contacts with Government entities in KSA

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To apply this job please send us your CV at : contact@targetjo.com

/* Style Definitions */

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