معتمدون لانجاز تأشيرات العمل وتصديق الشهادات لقنصلية المملكة العربية السعودية

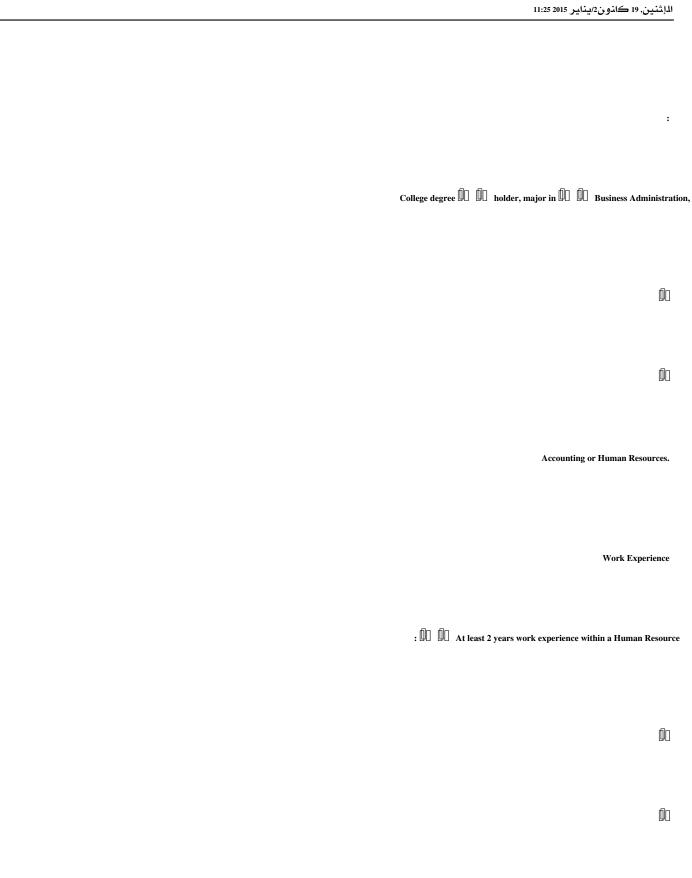
JOB JOB	ACANCY
An International company is seeking to recruit in KSA the following positions :	
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Human Recourses administrator	
Department	
:	
Human Resource	
Reports to	
:	
Assistant Manager (S4-1)	
Assistant Managet (94-1)	
Job Summary	



Principal Duties and Responsibilities
Facilitate settlement based on employment agreement. 1
Preparation of pre-mobilization/demobilization documents such as ID's, travel accommodation and safety paraphernalia. 2
Make new strategic reports to execute good planning for manpower and demobilization plans. 3
Formulate new training program for the existing employees and new employees. 4
Responsible for maintaining and protecting Training Department's properties and equipment assigned for his use. 5
Prepares update on employment standards and legislation for compensation and benefit base on labor standards and fair practices acts. 6
Execute planning & strategy for monthly overall project payroll process. 7
Leads HR compensation on new management directives and programs for implementation. 8
Prepares HR memorandums and announcement under HR Manager Supervision. 9
Provide weekly/Monthly reports. 10

Prepare project site and department status reports (Recruitment or Manpower data). 11.
Monitoring of Visa balance and status report. 12.
Checking of all pertinent documents of each new hire employees. 13.
Communicates with various manpower agencies and external clients of the company. 14.
Prepares checklist, itinerary and recruitment plan. 15.
Performs other duties related to human resource administration as required by the immediate superior. 16.
Qualifications and Experience
Academic Qualification

Department. Computer literate and able to use MS programs. $\boldsymbol{2}$



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years overse	as experience in a construction industry is an
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	advantage.
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contact@targetjo.com	To apply this job please send us your CV at :
	ملاحظة هامة - جميع الاهلانات - بق

ون تحمل اي مسؤالية	الداخدار مة	اه من المواقع	الشركات المعلنة	شرها کما تر دنا من	نن
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(لمتابعة اخر الماهلانات اولما باول يرجى مراجعة موقعنا كل نصف ساعة حيث يتم تحديث الماهلانات وبشكل مستمر كل نصف ساعة)

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