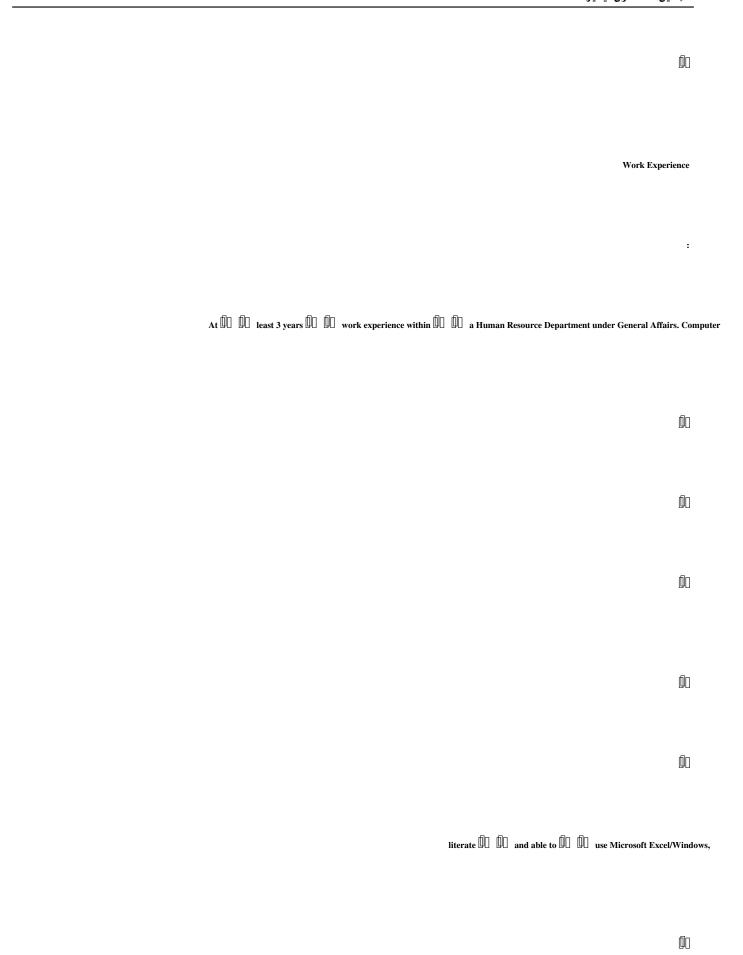
معتمدون لاانحاز تأشيرات العمل وتصديق الشهادات لقنصلية المملكة العربية السعودية		
ЈОВ	VACANCY	
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An International company is seeking to recruit in KSA the following positions:		
Governmental relation	1	
	l	
Department		
: Government Relation		
: Government Relation		
Reports to		
: Assistant Manager (S4-I)		
Job Summary		
: Provide general administrative, office, and supervision support for the Government Relation Department.		
Principal Duties and Responsibilities:		

Organizes attestation of certificates and legal translation of documents to COC and MOFA and other activities related to immigration and labour. I
Updating and maintaining the employee information in HRMS system. 2
Process, forwards and collects legal documents related to the contracts, ministry of labor and immigration, passport office, airport, STC, municipality etc. 3
Ensure that all data of employee government related updated in excel sheet and arise to the HR management time to time. 4
Checking and ensuring that all employees have their Iqama's (Residence Identity Cards). S
Ensure that all certification is renewed in a timely manner, i.e. Saudization, GOSI and company registration documents.
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. 7
Handling SCE (Saudi Council of Engineers) registration online and other related concerns. 8
Updating site and department engineers regarding the status of their SCE application. 9
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 10
Monitoring expenses to be updated daily and all receipt attached. 11





Microsoft Word and other essential programs. 2 years
overseas experience and knowledge of labor laws is an
advantage. With good contacts with Government entities in KSA
contact@targetjo.com To apply this job please send us your CV at :
ملاحظة هامة - جميع الالعلانات - بقسم الوظائف الحالية في الاار دن

مرها كما تردنا من الشركات المعلنة او من المواقع الاخبارية دون تحمل اي مسؤالية	لة دون تحمل اي مسؤال	و من المواقع الاخدار	الشركات المعلنة او	نشر ها کما تر دنا من
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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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ادعوا اصدقائك للاشتراك معنا لتصل جميع الحاانات التوظيف الى بريدكم الالكتروني مباشرة