

معمدون لانجاز تأشيرات العمل وتصديق الشهادات لقنصلية المملكة العربية السعودية

VACANCY	JOB
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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 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. 1.

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). 5.

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

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.

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

Qualifications and Experience

Academic Qualification

:

College   Graduate major in



Business   Administration,



Social Sciences & Psychology.





Work Experience

:

At   least 3 years   work experience within   a Human Resource Department under General Affairs. Computer



literate   and able to   use Microsoft Excel/Windows,





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 الاعلانات - بقسم الوظائف الحالية في الاردن

ننشرها كما تردنا من الشركات المعلنة او من المواقع الاخبارية دون تحمل اى مسؤولية

(لمتابعة اخر الاعلانات اولما باول يرجى مراجعة موقعنا كل نصف ساعة حيث يتم تحديث الاعلانات وبشكل مستمر كل نصف ساعة)

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ادعوا اصدقائك للاشتراك معنا لتصل جميع اعلانات التوظيف الى بريديكم الالكتروني مباشرة