

United Arab Emirates Jobs Expertini®

Government Relations Coordinator

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Company: Accor- North & Central America

Location: dubai

Category: other-general

Assist in the processing and renewing of all types of visas, including employment visas, residence visas for employees as well as for entertainers, alcohol license, shisha license, Kids Club permits Assist the reservation team for application of guest required visas Monitor the renewal of permits and licenses including hotels' trade license, liquor trading license, chamber of commerce certificates of registration, civil defense certificate for the hotel, etc. Create & maintain a systematic filing system for all government relation matters. Maintain filing system & database Create & Maintain a Licenses and permit tracker to ensure renewal in timely manner Have a working knowledge of all T&C Standards Operating Procedures File Government Related documents in employee's personal file Liaise with the Hotel Nurse to ensure that employees who have direct contact with guests must have their Occupational Health Card Maintain a weekly Expenses Report & Records with detailed justification Maintain a passport file system in the office and keep the records up to date Monitor the visa, UAE ID, passport, occupational health card expiration of all the employees Coordinate medical schedules with the T&C team in a timely manner to ensure follow up and completion of employee's visas and governmental related requirements Act as an ambassador of the T&C team at all time, by maintaining total confidentiality, professionalism and credibility with all Heartists and Leadership team Assists with any T&C activities where necessary, such as Townhall, decoration, Heartist's engagement, events, etc. Carry out other relevant tasks and duties as assigned by the Government Relations Team Other tasks as assigned.

#J-18808-Ljbffr

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