

Jr Public Relations Officer Jobs in Dubai | Caliberly

[Apply Now](#)

Company: Caliberly

Location: dubai

Category: other-general

Jr Public Relations Officer Jobs in Dubai | Caliberly

Job Responsibilities:

1. Obtain new employment visas/work permits for all expatriate employees.
2. Monitor and renew employee residence permits.
3. Tracking of renewal of staff passports.
4. Follow-up cancellation of visas for employees and dependents
5. Facilitate complex medical / police procedures in event of the death of any employees
6. Provide expert advice to businesses and employees on all visa formalities and all other govt related procedures.
7. Tracking and Renewal of Trade licenses on yearly basis or prior its expiry.
8. Co-ordinate with government departments as and when required.
9. Issuing passports to employees and following up on their return when they are back from vacation.
10. Maintaining internal employees' internal records by scanning and creating employee folders.
11. Accountable for maintaining accurate records for all the above services.
12. The ever-changing government rules and regulations require the post-holder to be abreast of updates on information/documents and at times certain jobs have to be tackled efficiently without much notice#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

1. **Jr Public Relations Officer Jobs in Dubai | CaliberlyVenezuelajobs Jobs dubai Venezuelajobs ↗**
2. **Jr Public Relations Officer Jobs in Dubai | CaliberlyFindfreelancerjobs Jobs dubai Findfreelancerjobs ↗**
3. **Jr Public Relations Officer Jobs in Dubai | CaliberlyGuatemalajobsJobs dubai Guatemalajobs ↗**
4. **Jr Public Relations Officer Jobs in Dubai | CaliberlyMadridjobs Jobs dubaMadridjobs ↗**
5. **Jr Public Relations Officer Jobs in Dubai | CaliberlyWhitecollarjobs Jobs dubai Whitecollarjobs ↗**
6. **Jr Public Relations Officer Jobs in Dubai | CaliberlyUkjobscentral Jobs dubai Ukjobscentral ↗**
7. **Jr Public Relations Officer Jobs in Dubai | CaliberlyProductmanagementjobs Jobs dubai Productmanagementjobs ↗**
8. **Jr Public Relations Officer Jobs in Dubai | CaliberlySerbiajobsJobs dubaSerbiajobs ↗**
9. **Jr Public Relations Officer Jobs in Dubai | CaliberlyNetherlandsjobs Jobs dubai Netherlandsjobs ↗**
10. **Jr Public Relations Officer Jobs in Dubai | Caliberly Minneapolisjobs Jobs dubai Minneapolisjobs ↗**
11. **Jr Public Relations Officer Jobs in Dubai | Caliberly Trendzfurnitures Jobs dubai Trendzfurnitures ↗**
12. **Jr Public Relations Officer Jobs in Dubai | Caliberly Softwareengineeringjobs Jobs dubai Softwareengineeringjobs ↗**
13. **Jr Public Relations Officer Jobs in Dubai | Caliberly Biologyjobs Jobs dubai Biologyjobs ↗**
14. **Jr Public Relations Officer Jobs in Dubai | Caliberly Technologyjobs Jobs dubai Technologyjobs ↗**
15. **Jr Public Relations Officer Jobs in Dubai | Caliberly MedicalassistantjobsJobs dubai Medicalassistantjobs ↗**

16. Jr Public Relations Officer Jobs in Dubai | Caliberly Tutorjobs Jobs dubaiTutorjobs



17. Jr Public Relations Officer Jobs in Dubai | Caliberly Thechatgptjobs Jobs dubai

Thechatgptjobs ↗

18. Jr Public Relations Officer Jobs in Dubai | Caliberly PhysicianjobsnearmeJobs dubai

Physicianjobsnearme↗

19. Jr public relations officer jobs in dubai | caliberly Jobs Dubai ↗

20. AMP Version of Jr public relations officer jobs in dubai | caliberly ↗

21. Jr public relations officer jobs in dubai | caliberly Dubai Jobs ↗

22. Jr public relations officer jobs in dubai | caliberly Jobs Dubai ↗

23. Jr public relations officer jobs in dubai | caliberly Job Search ↗

24. Jr public relations officer jobs in dubai | caliberly Search ↗

25. Jr public relations officer jobs in dubai | caliberly Find Jobs ↗

Source:<https://ae.expertini.com/jobs/job/jr-public-relations-officer-jobs-in-dubai-calibe-dubai-caliberly-1968-27274/>

Generated on: 2024-04-27 by Expertini.Com