

Jr Public Relations Officer Jobs in Dubai | Caliberly

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Company: Caliberly

Location: dubai

Category: other-general

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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

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