

Legacy Job Role | Etihad Airways Careers Abu Dhabi

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Company: Etihad Airways

Location: abu dhabi

Category: other-general

Legacy Job Role | Etihad Airways Careers Abu Dhabi
Job Responsibilities: Responsible for entering various data formats accurately into EAG systems and Authorities system.

Create data entry accurately and efficiently into authorities' system.

Liaises with all the authorities and build a good working relationship with them to ensure a smooth and speedy process of all documents of EAG staff, guests, etc...

Administer the essential duties related to the processing of Residential and Commercial visa or other government related documents on behalf of EAG

Handle emails & phone calls for applications queries.

Sensible consideration and confidentiality of personal and medical information of applicants.
Job Requirements: Minimum of high school certificate is required.

Preferably a minimum of 2 years' experience in a similar position or/and customer service.
More Jobs: JOB TITLE

LOCATION

ACTION Cluster Reservations Agent

Abu Dhabi

View & Apply Senior Administrative Officer (UAE National Only) Health Licensing

Dubai

View & Apply Assistant Nurse- Al Jalila Children Specialty Hospital

Dubai

View & Apply Staff Nurse 2- Al Jalila Children Specialty Hospital

Dubai

View & Apply Staff Nurse (UAE National Only)- Al Jalila Children Specialty Hospital

Dubai

View & Apply Consultant- Endocrinology- Dubai Diabetes Center

Dubai

View & Apply Specialist Registrar (Dermatology) – HH*

Dubai

View & Apply Phlebotomist- HH

Dubai

View & Apply Physiotherapist 1 – Hatta Hospital

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View & Apply Specialist Senior Registrar – Dubai Fertility Center

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