

Mobilization Coordinator

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Company: Wood

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Wood is presently looking to hire a **Mobilization Coordinator** for our **Abu Dhabi** office.

Below are more details about the position.

Job Objective

Role will be responsible for preparing all related documents, follow up with the employees on their documentation status for Residency Renewals, New Joiner Medical, Visa cancellations, assist in the registration of national employees into the pension scheme (if applicable) and support all administrative tasks assigned within function

Key accountabilities and responsibilities:

Receive and verify all visa documents from employees and document in correct order for processing

Closely and properly check all the documents are accurate as per checklist to process

Closely check all the guarantor documents are accurate and valid as per requirements

Type all documents properly and avoid any delay or rejection in visa/ government matters

Processing custom clearances for employees' shipments into the country

Prepare paperwork for new / renewal residency /driving license applications in a timely manner

Prepare paperwork new/renewal vehicle passes to client facilities in a timely manner

Collect applications and document paperwork for residency cancellations of employees and

dependents if applicable

Keep accurate records of residencies, driving licences & accesses to client premises

Prepare all visa applications for employees visiting other countries

Processing of registration & deregistration of national employees with Social Security & required Ministry for the country as applicable

Assist and document Police reports for personnel & authorised dependents for damaged vehicles, lost site passes, lost passports, lost civil IDs etc.,

Maintain good relations with employees, line management & all associated external bodies

Take employees & families to airport upon demobilisation to ensure smooth exit from country

Qualifications :

Minimum Secondary school certificate Knowledge, skills and experience

Min 3 years experience in similar position

Ability to manage multiple tasks and priorities in a fast-paced environment

Applicants should have strong communication skills in both Arabic & English (Writing & Speaking)

Knowledge on Labor law most importantly on Immigration rules and regulation

Excellent typing skills in both English and Arabic

Good computer skills (MS Office)

Attention to detail

Knowledge of all government related website functioning Personal attributes

Excellent networking and interpersonal skills

Report writing and presentation skills

Planning and organizing skills

Organizational awareness

Timely handling and tracking of files on a case by case basis

Good understanding of protocols and procedures to be compliant with regulations and requirements

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