

## Officer, Government Relation Jobs In Dubai | Bab Al Shams Desert Resort

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Company: Bab Al Shams Desert Resort

Location: dubai

Category: other-general

Officer, Government Relation Jobs In Dubai | Bab Al Shams Desert Resort

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Authentic and captivating, Bab Al Shams Desert Resort is a truly magical destination, where expertly curated itineraries and bespoke entertainment are the beating heart of our legendary desert-based destination. Part of our unique Rare Finds collection, the essence of Bab Al Shams joins our guests together to discover the most soulful experiences and humbling journeys, set against Dubai's endless dunes and rich culture.

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Responsibilities

Ensure the highest level of employee service and employee relation are provided and maintained

Follow up with Human Resources Administrator for all required documents for the application of employment visa

Processing Employment Visa and Visa Status Change for new Joiners

Ensure medical typing is done on time and take all new starters for the medical test

Apply for and/or renew their Emirates Identity Card

Ensure all the application of residence visa for new associates are applied on time

Entering all the expiring dates of Residence Visa, Occupational Health Card, and Passports in the HR system

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Requirement

Maintain filing system for all visa application and cancellation approvals

Be up to date with regard to any changes or amendments to the prevailing laws/rules/regulations, changes in forms/formats and other immigration procedures and keep the Human Resources Department advised of such changes

Assist Human Resources Administrator with overall administration job in the department (e.g. ordering stationery, issuing name tag, ID's, locker keys, etc)

Inspects regularly employee canteen, locker rooms, and other employee facilities to ensure they are well operated and maintained

Attending to any requests from the Human Resources Manager as required

To report for duty punctually wearing the correct uniform and name tag. To maintain a high standard of personal appearance and hygiene and adhere to the hotel and department grooming standards.

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