

## PRO

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Company: Wizz Air

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

### **Purpose of the position:**

The PRO will be responsible for processing and carrying out all transactions relating to visas, permits, licenses, registration, of employees, the company, liaising with various Government Departments and Agencies

### **Main Duties and Responsibilities:**

Responsible for coordinating and liaising between the Company and Government departments authorities and provide a key inter-face between the two.

Provide efficient and reliable services for all Government related matters such as Employment Permits, Visas, Medical Examinations, Security Clearance, ID card, miscellaneous jobs related to Immigration, Ministry of Labor & Consulates, and Business License to the company, adhering to the rules and regulations.

Respond effectively to the demands of the Business and employees and administrative affairs to assist them on all government related services.

### **Key Accountabilities:**

Obtain new employment visas / work permits for all expatriate employees.

Monitor and renew employee residence permits and guarantee that the visas are handled and processed on time.

Facilitate obtaining and renewal of residence visas and Expatriates passports for employees and dependants.

Facilitate and follow-up cancellation of visas for employees and dependants.

Provide information, and support the HR department by making recommendations on best practices in order to make the process of getting residency permits faster and more efficient.

Perform any other tasks as per business needs / assigned by the management.

Liaise with UAE Immigration and MOHRE in obtaining work permits, entry visas and visitors visas.

Liaise with embassies / foreign diplomatic missions to enable business visits.

Administer company affairs with government authorities, Immigration, MOHRE, Economic Department, Municipality, Chamber of Commerce and Ministry of Finance & Industries etc.

Maintain accurate records and reports for all the aforementioned services and procedures, closely collaborating with the HR department.

Process, record, and securely handle all government-related documents, ensuring confidentiality and adherence to data protection regulations. Handle online records and fulfil requirements mandated by the Ministry of Labour.

Provide expert advice to business and employees on all formalities and all other government related procedures.

Accountable in maintaining and providing accurate records and reports for all above services and procedures, and work closely with HR department.

**Requirements:**

UAE National with Family Book (REQUIRED)

2+ year experience of local government regulations and procedures, particularly those

Good knowledge of UAE labour law and immigration rules.

relating to licensing, visas, and labour matters.

Ability to maintain confidentiality while handling sensitive information.

Educational background: completion of Bachelor's or Higher degree

Arabic and English languages are must.

Cooperative and Proactive and responsible

Excellent problem solving and quality control skills

Computer skills (Microsoft office & Excel)

When applying, please only provide valid information regarding your educational background and certificates, as the original documents will be requested during the hiring process.

We look forward to meeting you and learning more about your skills and experience. Join the Wizz Air team and discover the world of opportunities.

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