

PRO

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Company: Tadbeer

Location: Dubai

Category: healthcare-practitioners-and-technical

Company Description

At Tadbeer-Excellence Center, we are dedicated to setting the gold standard in the recruitment and support of domestic workers. As a government-authorized institution, we specialize in managing every facet of the process with precision, professionalism, and a commitment to excellence.

Role Description

This is a full-time on-site role as a PRO at Tadbeer in Dubai. As a PRO, you will be responsible for managing administrative tasks related to visa processing, permits, and other legal documentation. You will maintain relationships with government entities, ensure compliance with regulations, and provide support to the HR department. Attention to detail, excellent communication skills, and a thorough understanding of legal requirements are crucial for success in this role.

Qualifications

Excellent organizational and time management skills.

Strong knowledge of UAE labor laws and regulations.

Experience in visa processing, permits, and legal documentation.

MEDICAL/ ID

Proficiency in English and Arabic, both written and verbal.

Ability to maintain confidentiality and handle sensitive information.

Strong interpersonal .

Salary

3500-4000

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