

Public Relation Officer (pro)

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Company: Styro Insulation Material Ind. (L.L.C)

Location: sharjah

Category: other-general

The job posting is outdated and position may be filled. Obtain new employment visas / work permits for all employees. Monitor and renew employee residence permits. Use online government platforms for new or renewing visas, labour contracts, licenses etc. Facilitate obtaining and renewal of passports for employees. Facilitate and follow-up cancellation of visas for employees. Follow up to obtain change status for cancelled employees who will stay in country. Facilitate complex medical / police procedures on event of death of any employee. Liaise with UAE Immigration dept. in obtaining business entry visas for business visitors. Administer and renew companies' licenses, certificates and rent and tax remittances with various UAE govt. authorities viz., Economic Department, Municipality, Chamber of Commerce and Ministry of Finance & Industries etc. Provide expert advice to business and employees on all visa formalities and all other government related procedures. Responsible for renewing Camp Contract and liaising with camp for any labour issues. Accountable in maintaining accurate records (hard copies and soft copies on the HRM database) for all above services. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are

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