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Recruitment 1.1 Labor recruitment – Overseas Upon receiving manpower requisition from

various departments, prepare demand letter from existing agencies or new agencies.

Coordinate with concern agencies.

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Responsibilities

- Scheduling interview date & assign concern engineers for test.
- Arrangement for ticket & hotel booking.
- Scrutinizing shortlisted candidates
- Collecting documents for visa submission
- Follow up for ticket & Visa Coordinating with concerns for transport, accommodation & deployment

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Requirement

 Sending employee details to accounts department with their personal Number issued by labor for WPS preparation.
Confirm Salary to Accounts department

- Preparing monthly attendance sheet & leave/ vacation/ late form to accounts department.
- Confirming & coordination with accounts department regarding salary monthly deduction

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