



	<b>Job Description</b>	<b>Date</b>	
		<b>Revision</b>	
<b>Job Title:</b> GRO			
<b>Department :</b> Admin		<b>Reports To :</b> Admin & Finance Manager	
<b>Job Summary:</b> Responsible in undertaking standardized government offices document processing routines, exchanging information, preparing technically more demanding documents by performing full clerical, administrative and general duties involving government bodies.			
<b>Primary Duties and Responsibility:</b> <ol style="list-style-type: none"> <li>1) Follows all relevant government relations procedures so that work is carried out in a controlled and consistent manner.</li> <li>2) Acting as a coordinator for official documents (visa, permits, car license application/renewal, health documents, etc.) so they can be processed in a timely manner.</li> <li>3) Ensure on-going compliance with all KSA government regulations relevant to government relations transactions / activities.</li> <li>4) Assist all employees in obtaining labour cars approval in order to ensure their statuses comply with government and legal requirements.</li> <li>5) Processes all applications for visas, work permits, residence permits, identity cards, etc. of employees.</li> <li>6) Perform other related duties.</li> </ol>			
<b>Other skills and competencies:</b> Should be fluent in English & Arabic Language. Leading personality			
<b>Work Experience</b> At least 6 years of experience as a GRO Middle East experience is an advantage.			
<b>ACADEMIC EDUCATION:</b> Minimum graduate/level.	<b>CERTIFICATIONS:</b> Diploma	<b>LICENSES:</b> Proffered	
<b>TRAININGS:</b>	<b>WORK CONDITIONS:</b> Can work under pressure.		
	<b>OTHER REQUIREMENTS:</b> AGE: MINIMUM – 25 years old MAXIMUM – 40 years old DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.	<b>COMPUTER KNOWLEDGE:</b> Microsoft Office, preferably word and Excel spread sheets, E-mails and other Window-Based applications.	