



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