

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV345

Name: **Rotana Hotel**

Company Type: Private



Job Position/Title:	Government Relations Coordinator	Academic Major:	All CBE Majors – Mass communication
Salary Range:	10,300 AED	Years of Experience:	Fresh graduates
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	Job Summary: Assist the Government Relations function within the property ensuring its overall efficiency and effectiveness. General Duties and Responsibilities: • Liaise with the Government Relations Manager / Officer to ensure Employee visa applications and cancellations are completed in accordance with the country laws • Assist in processing all government related certifications and licenses of the property to ensure legal Hotel operations • Track the expiry of employee legal documents to ensure timely renewals • File all government related documents in a systematic way to ensure timely access during government inspections • Provide legal advice to Employees on government procedures and rules to ensure all concerned abides to government directives and laws. • Operate in a safe and environmentally friendly way to protect guests' and employees' health and safety, as well as protect and conserve the environment • Comply with the hotel environmental, health and safety policies and procedures.		
Minimum Qualifications:	• Bachelor Degree. • Effective Communication • Teamwork • Supervising People • Planning for Business • Understanding Differences • Customer Focus • Supervising Operations • Adaptability		
No. of Positions Required:	1		
Job Close Date:	Open until filled		

To Apply, UAEU Graduates/Alumni should send their CVs to:

adriana.pavel@rotana.com

