

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.: JV471

Company Name: Dutco McConnell Dowel

Company Type: Private



Job Position/Title:	Public Relations Officer	Academic Major:	Any Majors
Salary Range:	TBD	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	The main objective of the role is to establish and maintain effective relationships with government departments (Immigration, Labor, Commerce, Police) and facilitate efficient transactions in order to fulfill regulatory obligations and leading to smooth service delivery. Arrange visa (work permit, husband sponsored visa, visit visa etc.) for expatriates. (Submission and obtaining the local entry stamp on passports , Arranged and expedited medical examination, Completion of labor contract, labor card and residence visa, Emirates ID etc). Ensure 100% compliance to Immigration rules and process including employees coming on a short term, visitors or other employee who are leaving company or moving to another branch, or other immigration requirements. Lead renewal of all Trade licenses on time Assist in all general inquiries concerning labor and immigration matters for the company and staff. Assist in the administrative tasks. The detailed job description would be provided at the time of joining.		
Minimum Qualifications:	• Bachelor Degree. • Multi-tasking. • Problem solving skill. • Communication skills.		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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

Hrmanagerme@macdow.ae

