



## **BFCHRJ - 148 – Document Clearing Agent | Human Resources | Bahrain**

### **About the role:**

The Document Clearing Agent works as part of the Human Resources Team responsible to carry out all Government related activities assigned by the Government Relations Manager.

### **Your Responsibilities:**

- Assist the Manager Employee Relations in all Government Related activities.
- Attend to the renewal of Work Permits & CPRs.
- Process new work permits as advised by the Manager.
- Attend to immigration matters related to staff.
- Arrange Medical Appointments & CPR appointments for non-Bahraini new recruits.
- Register Employment Contracts with Ministry of Labor for all new Bahraini recruits.
- Attend to GOSI registrations & cancellations.
- Arrange Visit Visas & Business Visas as advised by the Manager.
- Assist in the collection of monthly invoices from LMRA and Vocational Training.
- Expedite Travel visas for all Managers for overseas travel as advised.
- Carry out any other duty that may be deemed necessary from time to time & as assigned by the Manager.

### **Qualifications:**

A secondary school certificate holder or equivalent preferred, who has a minimum of 1 year experience in an administrative role.

### **Other skills required for the job:**

- The job holder must be efficient in dealing with government bodies with regards to staff issues and must ensure they are submitted on time.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Proven team player.
- Effective oral and written communication skills.