

## Administration Officer - Kuwaiti National

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Company: Kuwait Steel

Location: Shuaiba Block 1

Category: other-general

We seek a talented and skilled Administration Officer to join our multicultural and diverse team to oversee and manage the day-to-day administrative operations of the organization and special projects related to administrative and general service functions.

### **Duties may include but will not be limited to:**

Handle employee's visa renewal, new joiners visa issuance, and separated employee's visa cancellation.

Ensure all local authority company's licenses are renewed on time.

Coordinate with various departments to ensure smooth workflow and efficient processes.

Implement best practices and standard operating procedures for administrative tasks.

Lead efforts to maintain and improve office facilities, ensuring a safe, comfortable, and functional environment.

Ensure high-quality services are provided to all Kuwait Steel employees including but not limited to Catering, Cleaning, Clinic, gardening, accommodation, and transportation services.

Collaborate with vendors and service providers for facility maintenance and repairs.

Monitor and manage office supplies, equipment, and inventory.

Assist in budget planning and allocation for administrative and general service functions.

Monitor expenses, review financial reports, and identify cost-saving opportunities.

Collaborate with finance

### **Mandatory Requirements**

Knowledge of the Kuwait Labour Law

Knowledge of the Public Authority of Manpower and Ministry of Interview systems and processes

Bilingual - Arabic/English

MS Office knowledge

Kuwaiti National

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