



JOB DESCRIPTION FORM

Position:	Residence and Work Permit Specialist
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Organizational Information:	Department:	Human Resources
	Project:	North Macedonia Corridor 8 & 10d Motorway Project
	Immediate Supervisor:	Project Deputy Human Resources Manager
	Reporting Position(s):	Residence and Work Permit Specialist

Summary:	Responsible for managing the residence and work permit process for foreign employees. In addition, the candidate will also be involved in various HR activities on a daily basis.
Primary Responsibilities:	<ul style="list-style-type: none"> • Preparing all necessary documents to apply for work permits and residence permits by coordinating foreign employees. • Manage the residence and work permit application process for foreign employees including submitting, and collecting necessary documents to obtain the work permits. • Communicate and maintain positive relationships with relevant government agencies and immigration authorities • File the application and related documents with the competent government authorities including solving any problems that may incur during the application process. • Maintain accurate records of all visa and work permit applications • Provide guidance and support to employees regarding visa and work permit requirements



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	<ul style="list-style-type: none"> • Assist with onboarding and offboarding processes for employees • Handle employee inquiries related to HR policies and procedures • Maintain and update employee records in the HR system • Ensure compliance with all legal and regulatory requirements
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Job Requirements:	Education Level:	Bachelors Degree
	Discipline:	Human Resources, Business Administration, or similar
	Foreign Language:	Macedonian (Native), English (Advanced),
	Computer Skills:	Proficiency with MS Office, especially MS Excel and MS Word
	Functional Competencies (Technical Knowledge and Skills):	<ul style="list-style-type: none"> • Excellent knowledge of Macedonia immigration laws and regulations • Excellent attention to detail • Excellent accurate documenting skills • Driver license • Demonstrate a customer service mindset, and be responsible and reliable • Being able to work independently without supervision
	Experience:	Minimum 3 years of experience in relevant position
	Work Conditions:	Monday – Friday , 08:00 – 16:00
	Other:	