



JOB DESCRIPTION FORM

Position:	Residence & Work Permit Supervisor (Lawyer)
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Organizational Information:	Department:	Human Resources
	Project:	North Macedonia Corridor 8 & 10d Motorway Project
	Immediate Supervisor:	HR Supervisor
	Reporting Position(s):	Translator(s), Clerk(s)

Summary:	Residence and Work Permit Supervisor is responsible for managing and reporting the residence and work permit process for foreign employees.
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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 • Overseeing the performance of reporting positions. • Managing relationships with service providers.
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Job Requirements:	Education Level:	Bachelor's Degree
	Discipline:	Law
	Foreign Language:	English (Advanced), Turkish (Preferably)
	Computer Skills:	Proficiency with MS Office, especially MS Excel
	Functional Competencies (Technical Knowledge and Skills):	Membership of bar association is a must. Driver License B
	Experience:	Minimum 3 years of experience in relevant position.
	Job Location:	Skopje, Gostivar
	Other:	