



# WORLD KNITS LTD

## Job Profile – HR & Expat Coordinator

Welcome to World Knits Ltd, where innovation meets excellence in the textile sector. We pride ourselves on fostering a vibrant and inclusive work environment where every employee can thrive. As we continue to grow, we're looking for a passionate HR & Expat Coordinator to join our dynamic HR team.

As our HR & Expat Coordinator, you will play a vital role in ensuring our expatriates have a smooth and successful experience. From relocation to repatriation, you will be their trusted advisor, helping them navigate their new environment with confidence.

### DUTIES AND RESPONSIBILITIES

- Coordinate and manage the expatriate process, including relocation, onboarding, and repatriation.
- Serve as the main point of contact for expatriates, providing support and guidance on HR policies and procedures.
- Assist with visa, work permit applications, residence permit applications renewals, and compliance with local laws.
- Collaborate with various departments to ensure smooth transitions for expatriates.
- Develop and implement policies and procedures related to expatriate management.
- Maintain accurate records of expatriates and ensure all documentation is up to date.
- Provide cultural orientation and support to expatriates.
- Handle any issues or concerns raised by expatriates promptly and efficiently.

### QUALIFICATIONS & EXPERIENCES

- Bachelor's degree in human resources management or equivalent;
- Minimum 3 years' experience in a similar role
- Profound knowledge of visa and work permit regulations
- Proficiency in Microsoft Office tools

### SKILLS

- Excellent communication skills
- Excellent analytical skills
- Critical thinking skills
- Problem Solving skills
- Attention to detail & good level of concentration
- Ability to work in a team

If you're excited about this opportunity and ready to bring your expertise to our team, we'd love to hear from you! Please send your resume and cover letter to [hr.teams@wknits.com](mailto:hr.teams@wknits.com) by latest 07 June 2024.