



Recruitment Request Form

Job Title TIME KEEPER

Section	PERSONNEL	No. of vacancies	06 (Six)
Department	ADMINISTRATION	Date required	IMMEDIATE
Company	SAUDI ARCHIRODON LTD.	Reporting to	PERSONNEL OFFICER
Location	SAUDI ARABIA	Supervising	

Brief Description of Job:

- To assist, control, coordinate and monitor the attendance of personnel working at Project Site.
- Preparation of daily attendance, reports etc. and submission to Personnel Dept.
- To maintain Personnel Records.

Main Specification:

- At least 2 years experience in similar position preferably in Construction or Engineering Company.
- Experience of analysing data information and maintenance of records.
- Ability to deal with personnel enquiries.
- Good interpersonal and communication skills.
- Ability to work as part of a team.
- Positive attitude.

Qualifications:

- Bachelors Degree in any discipline from a recognized /reputed University
- Excellent communication in both written and spoken English.

Special Equipment	Computer Literate
Languages	Very Good English
Physical Requirements	Below 30 years of age.
Characteristics	--
Nationality	INDIAN

Hours of Work (Basic)	
Over Time	
Pay Basic	Depend upon Experience and qualification.

Family Status	
Holidays	As per Saudi law
Others	As per Company's Policy

Requested By :
Name & Title : I. Kondylis
H. R. Officer
Date : 28/07/2010

Approved :
Name & : JKL
Title : Regional Manager
Date : 28.07.2010