



ENGINEERS INDIA LIMITED SAUDI BRANCH
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www.engineersindia.com

Career Opportunities with EIL Saudi Branch

Engineers India Limited Saudi Branch intends to recruit **Saudi National professionals** for various positions for its office at Al-Khobar in Saudi Arabia.

Position Code	Job category	Desired Qualification	Desired Job Description
Code 1	Business Development Officer	Bachelor's degree in Business Administration/ Finance/ Economics/ Engineering or equivalent.	Responsible for business development activities including liaising with various companies and obtaining business feeds through local contacts. Collection of information related to bidding processes, tenders, EOIs, etc., Preparation and submission of business proposals, arranging meetings and presentations with prospective clients. Candidate should have preferably 1–4 years of experience.
Code 2	F&A Professional	Bachelor's degree in Accounting/ Finance/ Commerce/ Business Administration or equivalent.	Responsible for Sharia-compliant Finance and Accounting related activities, compliance of statutory filings through relevant Government portals including ZATCA (Zakat, VAT, Tax), GOSI, etc., payroll processing, salary disbursement and maintenance of financial records in compliance with KSA regulations. Candidate should have preferably 1–4 years of experience.
Code 3	HR Professional	Bachelor's Degree in Human Resource Management/ Business Administration or equivalent. <i>Master's Degree shall be preferred.</i>	Responsible for HR and Administrative functions in compliance with KSA Labour Laws, handling relevant Government portals, Management of employee records, contracts, onboarding/ separations and coordination of HR compliance requirements. Candidate should have preferably 1–4 years of experience.
Code 4	GRO (Government Relation Officer)	General Secondary Education Certificate (High School) or equivalent	Liaising with Ministries/ Government Departments for processing licenses, approvals/ clearances, visas, and statutory requirements, etc. Handling relevant Government portals and ensuring timely compliances for smooth business operations. Candidate should have excellent communication skills (both spoken and written) in English language. Candidate should preferably have 1–4 years of experience.
Code 5	Receptionist	General Secondary Education Certificate (High School) or equivalent	Responsible for front office operations including visitor management, handling telephone calls, correspondence, and maintenance of visitor records. Working knowledge of computers with proficiency in MS Office. Candidate should have excellent communication skills in English

			language (both spoken and written). Candidate should have preferably 5+ years of experience.
Code 6	Engineers	Bachelor's degree in Engineering or equivalent with professional registration certificate from the Saudi Council of Engineers (SCE)	Candidate should have experience in Oil & Gas, hydrocarbon, refinery, offshore, and infrastructure projects in respective engineering field (Process/ Civil/ Piping/ Mechanical/ Electrical/ Instrumentation). Candidate must have thorough understanding of engineering design and calculation methods, preparation and review of discipline-specific project deliverables in accordance with National and International codes and standards. Candidate should preferably have 1-5 years of experience.

Notes:

1. Candidate should possess desired educational qualification from an accredited/ recognized university or college and relevant experience for the respective position code.
2. Interested candidates may submit their detailed resume and copy of the degree (both side) to email address resume.eilksa@eil.co.in.
3. Candidates should mention "**Position code, Job Category and No. of Years of experience**" in the subject heading of e-mail and top of resume.

Resume submitted shall be evaluated and suitable candidates shall be shortlisted and called for the interview as per requirement of EIL Saudi Branch. **This is an open advertisement without any end date.**

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