

Designation:

- Head of Operations

Location:

- Riyadh – Saudi Arabia

Role Responsibilities including but not limited to the following:

- Support in the development of Creative Zone's operations in the kingdom of Saudi Arabia
- Build relationships with government entities and government authorities in relation to business setup and company formation in KSA (SAGIA, Ministry of Economy & Commerce, Chamber of Commerce, Zakat, etc). to name a few.
- Maintain up to date information and requirements in relation to the law and regulations for setting up businesses in KSA.
- Support and build a team of admin, operations, PROs & drivers to deliver Creative Zone services in KSA.
- Set the necessary structure and office spaces for Creative Zone in KSA (own offices, and business centers for clients)
- Help build and maintain a Creative Zone KSA Business offer to be presented to clients.

Requirements:

- Preferred KSA Nationals or Bilingual English/Arabic.
- Seasoned player in KSA business set up market.
- Agile mature and excellent leadership

Salary Range:

- As per the market standards