

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

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Job Reference No.: JV273

Company Name: **PETROFAC Emirates**

Company Type: Semi-Government



Job Position/Title:	Procurement Assistant	Academic Major:	All CBE Majors
Salary Range:	24,000 – 35,000 AED For experienced, the plus number will be decided based on his/her experience.	Years of Experience:	3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male & Female
Job Description:	Scope of Responsibilities: Provide administrative support to Procurement Department involving functions of complex diversity varying from drafting standard correspondences, routing calls and mails internally. May also exercise considerable judgment and discretion at routine tasks. Primary Duties: ◆ General office functioning of procurement department. ◆ Prepare confidential reports for management. ◆ Act as the preliminary point of contact for all information and route calls as and when necessary. ◆ Interact with HR department and candidates for recruitment of procurement personnel. ◆ Assist in organizing schedule for the visitors and arrange meeting locations for Procurement Director. ◆ Update proposals/jobs in the Vision 2000. ◆ Assist in trouble shooting of Vision related issues. ◆ Organize manpower allocation of procurement secretarial staff based on the workload. ◆ Maintain confidential files. ◆ Implement health and safety procedures. ◆ Arrange stationary resources for procurement department. ◆ Assist in the arrangement of travel itineraries for the Procurement Director. ◆ Implement health and Safety Procedures. ◆ Integrate with all procurement team and perform all related tasks as and when advised by Procurement Director.		
Minimum Qualifications:	• Bachelor degree. • Excellent English Communication Skills		
No. of Positions Required:	3		
Job Close Date:	January 31 th 2013		

To Apply, UAEU Graduates/Alumni should send their CVs to:

shj.uaenational@petrofac.com - Shahla.maqtoof@petrofac.com

& jn@uaeu.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV273" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

