

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV282

Company Name: Semi - Government Organization through - **COBALT Recruitment**



Company Type: Semi Government

Job Position/Title:	General Services officer	Academic Major:	Human Resource Management, Business Administration or Management
Salary Range:	30,000 – 40,000AED (dependent on experience)	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male or Female
Job Description:	• Ambitious, enthusiastic and keen on learning and experiencing fresh challenges. • Multitasking and organized. • MS Office and computer proficiency. • Relevant qualifications, professional training, certificates. • Should possess excellent communication and interpersonal skills. • Ability to speak and write in both English and Arabic. • Capable to work independently. • Diligent and committed. • Ability to work within a team and mixed environments.		
Minimum Qualifications:	• Bachelor Degree. • Excellent verbal and written communication skills, Fluent English and Arabic		
No. of Positions Required:	4		
Job Close Date:	Open Until Filled		

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

nsalameh@cobaltrecruitment.com

And

JN@uae.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV282" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

