

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.: JV319

Company Name: **AL Foah**

Company Type: Semi-Government



Job Position/Title:	Administrative Officer	Academic Major:	General Business
Salary Range:	15,000-25,000 AED	Years of Experience:	Fresh Graduate to 2 years of experience
Job Location:	Al Ain/Al Marfaa	Job Type:	Full time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	ROLE PURPOSE: Provide clerical and administrative support, coordinate and implement office procedures to ensure the work is accomplished in an effective and efficient manner. KEY ACCOUNTABILITIES: Office: - Screen and respond to all incoming telephone calls, open and distribute the mail and type correspondence, reports and other documents to coordinate work flow. - File and retrieve admin section documents, records, and reports to get them for further need. ERP: - Order needed materials in the company such as hospitality materials, stationary, offices, etc using ERP to fulfil and meet with essential need. - Receive and enter invoices details that related to administration and HR department in the ERP system as prime process for payment. Reservation - Make and follow up travel and accommodation reservation/arrangements for guests/employees/managers to ensure the easiness of reservation process. Outsource company - Follow up outsource labour for example general cleaner and security guard monthly attendance and overtime reports and send them to the finance to pay out their salaries. - Attend to any outsource labour complaints in order to ensure timely and effective resolving. Policies, Systems, Processes & Procedures - Follow all relevant administration policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner. Continuous Improvement - Contribute to the identification of opportunities for continuous improvement of the administration systems, processes and practices taking into account 'international best practice', improvement of business		

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

	processes, cost reduction and productivity improvement.
Minimum Qualifications:	▪ Bachelor Degree. ▪ Language proficient in Arabic and English (written and spoken). ▪ Communication skills. ▪ Time Management / Organizing ▪ Interpersonal Skills ▪ Attention to details ▪ Ability to work under pressure ▪ Minimum experience required is 6 months in administration or secretarial fields.
No. of Positions Required:	8
Job Close Date:	June

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

malnauimi@alfoah.ae

And

JN@uae.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV319" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

JOB NAVIGATOR

Locating Your Career Path

