

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.: JV390

Company Name: Kawader Sports LLC

Company Type: Private

Job Position/Title:	General Manager	Academic Major:	All Majors CBE
Salary Range:	Competitive Salary	Years of Experience:	5 Years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male or Female (Both)
Job Description:	JOB PURPOSE: Responsible for the overall achievement of Kawader Sport LLC mission and vision, including attainment of financial goals and operational effectiveness as established by the chief operating officer and approved by the Board of Directors. Establishes and oversees implementation and achievement of strategic organizational KPI's. PRINCIPAL ACCOUNTABILITIES: • Participate in corporate strategic planning and implement strategic goals and objectives • Take on primary responsibility for efficient, cost-effective operations • Prepare Finance budgets/forecasts with COO, reviewing and managing all financial and operating reports with support from Finance Officer • Manage the day-to-day activities of the organization, advising and directing the direct report team; providing assistance and guidance where needed and ensuring work is consistent with corporate policies and objectives • Approve wage and (where applicable) bonus schedules in line with budget and operating constraints • Approve, within budgetary and corporate guidelines, expenditures for any capital equipment • Serve as the principal public relations spokesperson for the organization • Agree and monitor all Management and Administration staff performance objectives and ensure professional developmental plans are implemented for the employees, their supervisors and managers • Conduct regular staff meetings as necessary • Resolve any operational, administrative and/or management issues promptly and as required. • Promote equal opportunity and affirmative action employment practices • Maintain proficiency in computerized systems, reporting and other technologies as required> • Agree, implement and maintain company policies and procedures and ensure compliance with them by all staff		

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	- Other duties/responsibilities as assigned by the chief operating officer Skills: - Strong leadership, motivation and managerial skills - Excellent judgment and decision-making ability - Effective listening, communication (verbal and written), and negotiating skills - Problem-solving and analytical ability - Strong project management and multi-tasking skills - Superior presentation/public speaking skills - Able to read, analyze and interpret financial statements - Excellent time management and adapts quickly to changing priorities Traits: - Fast and responsive – Results and achievement oriented to high standards - A problem solver who can independently investigate and resolve issues - Team Player – maintain close working relationships with relevant employees of the business in order to achieve objectives - Ability to listen, demonstrates patience - Utmost discretion when dealing with all sensitive and confidential information - Flexibility and comfortable in a changing growing environment - Pays attention to detail - Proactive and motivated
Minimum Qualifications:	- Bachelor Degrees. - Experience developing and implementing business plans and goals - Demonstrated competency in budgeting, forecasting and planning - Demonstrated competency hiring, developing and evaluating employees to achieve corporate and personal objectives Proven history of profit and loss management to maximize financial performance - Experience monitoring marketplace to identify business opportunities
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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

Omar.Alburiki@Royalgroupuae.com

