

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

Job Reference No.: JV403

Company Name: Advanced Integrated Systems

Company Type: Private



Job Position/Title:	Recruitment Officer	Academic Major:	Human Resource Management & Development
Salary Range:	According to the qualification	Years of Experience:	2-3 Years
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	"Only UAE Nationals"	Gender:	Male or Female (priority for male)
Job Description:	Shortlisting the CVs, Inviting the candidates for the interview (by email and phone), Informing the interviewer's, Interviewing the candidates, English Test, Call the candidates to sign the offer, Issuing the medical check letter and police clearance letter, Updating the interview result status, Updating the line manager with the date of joining, Welcoming the New Joiner, Preparing the Contract, Send email to IT to create email to the new joiner and give an access to the main door and Staff ID, Updating the salary proposal request, Updating the manpower, Issuing the confirmation letters, Arrange for career participation		
Minimum Qualifications:	Good in English, Computer Skills, Communication Skills		
No. of Positions Required:	1		
Job Close Date:	September 2013		

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

AISHR@a-i-systems.com

JOB NAVIGATOR

Locating Your Career Path

