

Center for Career Placement & Alumni
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.: JV423

Company Name: Hamdan Bin Mohammed e-University

Company Type: Government



Job Position/Title:	Services Executive	Academic Major:	Management – Marketing – Mass Communication (Public Relations)
Salary Range:	14,000 –16,500 AED	Years of Experience:	Fresh Graduate
Job Location:	Dubai	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male
Job Description:	- Develop excellent partnership with hospitality industries by adopting core values of the university. - Ensure “e” service implementation and records management. - Coordinate with the departments concerned and ensure Class room and computer labs booking according to the schedule and strength. - Manage travel, hotel accommodation booking, event venue/s, catering, flower bouquets, etc as per the approved instructions received. - Coordinate with personnel concerned for university guest conveyance, airport transfers and other local transportation matters. - Provide logistics, service and hospitality assistance to Marketing, PR and other departments during special and scientific events - Coordinate with the external service agencies and review invoices before sent for payment action to Finance and Procurement. - Prepare monthly reports on the obstacles, negative impact, on uninterrupted work and recommend suitable or corrective action. - Prepare monthly report on the expenses incurred, categorize and submit to Line Manager for review and necessary recommendations to be more cost effective. - Getting promotion and discounts from hotels and travel agencies and update the HBMeU portal. - Promote HBMeU venue facilities in coordination with marketing department. - Communicating with real estate agencies to get best price for accommodation for both staff and learners.		
Minimum Qualifications:	- Bachelors degree - Effective communication in both written and oral (Arabic and English) - Ability to establish and maintain effective cooperative working relationships - Demonstrated analytical ability		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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

s.ismail@hbmeu.ac.ae

