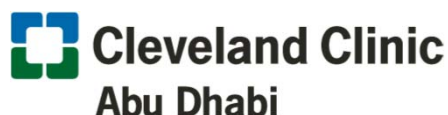


مركز التوظيف وشؤون الخريجين
Center for Career Placement & Alumni



Ref.#	Job Title	Major	Gender
JV491	Finance Administration Manager	Accounting – Economics – Finance & Banking	Both
JV492	Financial Counselor II, GPS	All CBE Majors	Both
JV493	Graduate Accountant, General	Accounting	Both
JV494	Graduate Accountant, Payroll	Accounting	Both
JV495	Graduate Analyst	Accounting – Economics – Finance & Banking – Statistics	Both
JV496	HIMS ROI Coordinator	All CBE Majors	Both
JV497	HIMS Technician	All CBE Majors	Both
JV498	HRIS Specialist	Accounting – Human Resource Management & Development – Management Information Systems (MIS) – Statistics	Both
JV499	Key Control / ID Badge Coordinator	All CBE Majors	Both

للتسجيل أو الحصول على مزيد من المعلومات التفضل بزيارة الموقع:

http://www.uaeu.ac.ae/ccpp/student/job_navigator.shtml



UAEU_CCPP



@UAEU_CCPP



03/7134700 – 03/7134702



JN@uaeu.ac.ae



How To Apply

Note: First time applicant

The application process takes about 15 to 20 minutes.

Step 1: Create your profile

- a. Log on to Cleveland Clinic Abu Dhabi Career Portal: <http://my.clevelandclinicabudhabi.ae>

Note: To apply for Physician, Nursing or Allied Health Clinic opportunities, visit the Careers Section of Cleveland Abu Dhabi Website: www.clevelandclinicabudhabi.ae

- b. Click "New User Registration":

- c. Enter your information and click "Proceed to Create your CV" on the lower-side of the page.

Note: If you are referred by a Cleveland Clinic Abu Dhabi caregiver, a Cleveland Clinic caregiver or a Mubadala employee, specify his / her full name.

Note: If you are a Cleveland Clinic Abu Dhabi caregiver, use your professional email address to register and apply.

- d. Name your CV and click "Continue" at the lower-side of the page.
- e. Click "Attach CV From File" on the upper-side of the page to upload an electronic copy of your CV.
- f. Complete the missing required CV sections (personal information, education, experience, qualifications etc.).
Note: To be able to apply for jobs, your CV Completeness Score must reach a minimum of 90%.

Account Login

User Name:

User Name or Email Address

Password:

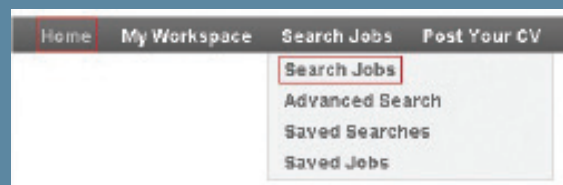
Log In

[Forgot your login info?](#)

[New User Registration](#)

Step 2: Search for jobs

- a. Once your profile is created and completed, you are ready to search for career opportunities at Cleveland Clinic Abu Dhabi.
- b. To search for jobs:
- Click "Home" to go back to the Career Portal Homepage
 - Or Click "Search Jobs"



- c. To begin viewing current job postings, you can either enter keywords or search by job category, employment type or career level.

Step 3: Apply for jobs

When you click the title of the position, the job description will appear. Once you have reviewed the job description and determined that you meet the minimum qualifications, click "Apply Now" on the upper left-hand side of the page.

Note: If you are a Cleveland Clinic Abu Dhabi caregiver, you are eligible to apply internally for any job opportunity if you have completed a minimum of one year in your current position.

Note: Feel free to follow Cleveland Clinic Abu Dhabi LinkedIn page: <http://www.linkedin.com/company/cleveland-clinic-abu-dhabi> where we will share on a regular basis new career opportunities and updates on Cleveland Clinic Abu Dhabi.

FAQ: Frequently Asked Questions

When will I hear back from Cleveland Clinic Abu Dhabi?

- a. By creating a profile, you become active in the Cleveland Clinic Abu Dhabi Talent Pool which we use as a resource to identify talents.
- b. Due to the volume of applications received, please understand that we cannot respond or provide informational updates to each applicant individually. You will be contacted by our Talent Acquisition team if more information is required, or if you are considered for the position to which you applied.

What should I do if I am having technical difficulty when completing my profile or applying for a job?

For technical assistance with your online application process, please click "Feedback" on the lower-left side of the page. You should receive feedback within 48 hours. Unsolicited applications or speculative requests sent through this email address will not be considered.

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Job Reference No.: JV491

Company Name: **Cleveland Clinic Abu Dhabi**

Company Type: Semi-Government



Job Position/Title:	Finance Administration Manager	Academic Major:	Accounting – Economics – Finance & Banking –
Salary Range:	Very Competitive Package	Years of Experience:	3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for supporting tasks related to financial reporting, variance analysis, accounting structures, the annual operating budget, product line reporting, revenue cycle management for CCAD. This position is also responsible for financial and clinical analysis pertinent to business projects and strategic planning. As this role is a trainee position, it will be rotating through the aforementioned areas of Finance on a semi-annually or annual basis. PRIMARY DUTIES AND RESPONSIBILITIES: • Compilation of financial statement reports and management reports • Assist with month-end close process and journal entries • Perform reconciliation activities • Assist with the development and analyses of budgets • Manpower planning • Analyze financial and clinical activity through the development of models and reports • Coordination and compilation of statistical information and other functions • Provide timely, innovative analysis and interpretation of current operations • Other duties/projects as assigned		
Minimum Qualifications:	• Bachelor degree. • Minimum of three (3) years of finance experience • Knowledge of basic financial reporting and accounting principles • Demonstrated proficiency with computer systems, various software packages and spreadsheet applications • Ability to work independently or as part of a team • Strong oral and written communication skills • Ability to speak and write in English is required • Ability to speak and write in Arabic is preferred		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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Job Reference No.: JV492

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Financial Counselor II, GPS	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	4 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: The position of a Financial Counselor II is responsible for working patient schedules and booking appointments for CCAD patients to best match access to physician's schedules. This position will play a key role in shaping and maintaining maximum physician availability, therefore maximizing access and productivity; will coordinate all pre-registration, pre-authorization activities; will provide non-clinical instructions to patients prior to arrival; will process and follow up pre-registration, appointment and scheduling workqueues; will identify financial liability and will hand-off coordination of financial counseling if needed to a Sr. Financial Counselor; will be responsible for confirming appointments and making follow-up calls with patients including follow-up on no shows. As day-to-day volume requires, the Financial Counselor II may be required to perform Financial Counselor I duties if needed for backfill. PRIMARY DUTIES AND RESPONSIBILITIES: • Handles patient scheduling for outpatient and other ancillary department visits • Checks the database for available preferred schedules to meet patient's first choice for dates and times • Confirms future appointments as well as any changes to existing appointments over the phone • Conducts follow-up phone reminders as well as other avenues (e.g. SMS, E-mail) • Performs insurance verification, coordination of benefits, determines eligibility for services, and informs patients of the financial responsibility for such services • Collects insurance and demographic information and updates the system as needed while the patient is still on the phone • Communicates estimate of charges as applicable prior to patient		

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Graduate Placement Services (GPS)

	appointment • Determines if patient requires financial counseling and proactively refers patient to the Senior Financial Counselor • Ensures that all necessary insurance eligibility and authorization is complete prior to appointment • Provides non-clinical instructions to patients as needed to help the patients manage expectations if any preparation is needed • As part of customer service orientation, shall be able to assist patients in activating MyChart • Required to work collaboratively with nursing and medical departments in coordinating schedules to ensure seamless and positive patient experience • Flexibility in handling international patients including coordination, follow-up and understanding of the international insurance business programs • Will be responsible in delivering results for key performance indicators as established by the Manager/Director of Patient Access • Other duties as assigned including working as FC I assignments
Minimum Qualifications:	• Bachelor degree. • Minimum four (4) years of recent experience in a health care setting (clinic or hospital) in a Revenue Cycle department start-up (either in Patient Access or Billing) or equivalent work experience in other relevant industry with demonstrated practical working knowledge of call center or any appointment call center background e.g., hotel, airline industry will be considered • Basic knowledge of medical terminology, insurance, hospital operations are desirable • Ability to demonstrate genuine concern for patients and patient satisfaction in a non-facing environment • Ability to manage and efficiently complete multiple tasks on time • Strong oral and written communication skills • Excellent interpersonal skills • Strong organizational and time management skills • Able to work independently and as part of a team • Critical thinker, resourceful and self-starter • Ability to speak and write in English is required, however knowledge of conversational Arabic will be a plus • Proficient in the use of PCs, electronic medical records software, hospital

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	scheduling software and MS Office (i.e. MS Word, Excel) suite • Proficient in using calculators and able to perform basic math functions (calculations of discounts, basic additions / subtractions / multiplications) • Ability to adapt to a changing and dynamic environment • Fully embraces the culture of CCAD and the Patients First values
No. of Positions Required:	1
Job Close Date:	Specify Date or Write Open Until Filled

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Job Reference No.: JV493

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Graduate Accountant, General	Academic Major:	Accounting
Salary Range:	Very Competitive Package	Years of Experience:	Fresh graduates
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is for a graduate accountant to eventually rotate across all functional departments in the Controller's Office. Responsible for assisting in financial processes specific to assigned department. PRIMARY DUTIES AND RESPONSIBILITIES: - Builds and maintains necessary logs, databases and spreadsheets for financial processes and reporting - Prepares and submits detail for journal entries - Responsible for research and analysis of any detail related to assigned tasks - Supports accounting projects as needed - Other duties as assigned		
Minimum Qualifications:	- Bachelor degree. - Strong analytical and interpretative skills - Proficient in the use of PCs, spreadsheets and other software applications - Must be an independent worker and OK with minimal supervision - Strong oral and written communication skills - Ability to speak and write in English is required		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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Job Reference No.: JV494

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	Graduate Accountant, Payroll	Academic Major:	Accounting
Salary Range:	Very Competitive Package	Years of Experience:	Fresh graduates
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is for a graduate accountant to eventually rotate across all functional departments in the Controller's Office. Responsible for assisting in financial processes specific to assigned department. PRIMARY DUTIES AND RESPONSIBILITIES: - Builds and maintains necessary logs, databases and spreadsheets for financial processes and reporting - Prepares and submits detail for journal entries - Responsible for research and analysis of any detail related to assigned tasks - Supports accounting projects as needed - Other duties as assigned		
Minimum Qualifications:	- Bachelor degree. - Strong analytical and interpretative skills - Proficient in the use of PCs, spreadsheets and other software applications - Must be an independent worker and OK with minimal supervision - Strong oral and written communication skills - Ability to speak and write in English is required		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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Job Reference No.: JV495

Company Name: **Cleveland Clinic Abu Dhabi**

Company Type: Semi-Government



Cleveland Clinic
Abu Dhabi

Job Position/Title:	Graduate Analyst	Academic Major:	Accounting – Economics – Finance & Banking – Statistics
Salary Range:	Very Competitive Package	Years of Experience:	Fresh Graduate or 3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for supporting tasks related to financial reporting, variance analysis, accounting structures, the annual operating budget, product line reporting, and revenue cycle management for CCAD. This position is also responsible for financial and clinical analysis pertinent to business projects and strategic planning. As this role is a trainee position, it will be rotating through all areas of Finance (Budget, Decision Support, Accounting, and RCM) on a quarterly or semi-annually basis. PRIMARY DUTIES AND RESPONSIBILITIES: • Compilation of financial statement reports and management reports • Assist with month-end close process and journal entries • Perform reconciliation activities • Assist with the development and analyses of budgets • Manpower planning • Analyze financial and clinical activity through the development of models and reports • Coordination and compilation of statistical information and other functions • Provide timely, innovative analysis and interpretation of current operations • Other duties/projects as assigned		
Minimum Qualifications:	• Bachelor degree. • Minimum of three (3) years of finance experience • Knowledge of basic financial reporting and accounting principles • Demonstrated proficiency with computer systems, various software packages and spreadsheet applications • Ability to work independently and as part of a team • Strong oral and written communication skills • Ability to speak and write in English is required • Ability to speak and write in Arabic is preferred		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

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Job Reference No.: JV496

Company Name: Cleveland Clinic Abu Dhabi



Company Type: Semi-Government

Job Position/Title:	HIMS ROI Coordinator	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is primarily responsible for processing all release of information requests for requested Protected Health Information (PHI) from a variety of requesters including printing the documents from the patient's electronic medical record and logging the request in the EPIC Release of Information module in a timely and efficient manner while providing customers with the highest quality of customer service. PRIMARY DUTIES AND RESPONSIBILITIES: • Performs all functions related to the release of information process, including authorization validation, entering requests in EPIC, and processing and scanning of requests. • Safeguards and protects the patient's right to privacy by ensuring that only authorized individuals have access to the patient's medical information and that all releases of information are in compliance with the request, authorization, and CCAD policies. • Respects patient privacy by maintaining confidentiality, security, and standards of ethics in all phases of release of the patient's Protected Health Information (PHI). • Promotes a Patient First model of customer relations through prompt and courteous service in a fast-paced, high volume and customer focused environment. • Scans paper copies of the patient's medical record accurately and correctly according to requests, established procedures, and established standards of quality. • Validates requests and authorizations for release of medical information according to established procedures. • Performs quality checks on all work to assure accuracy of the release, confidentiality, and proper invoicing. • Receives incoming requests including via mail, telephone inquiries, e-mail, and facsimile inquiries depending on the needs to the client. • Maintains a neat, clean, and professional personal appearance and observes the dress code established. • Maintains a clean and orderly work area, insures that records and files		

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	are properly stored at the end of the shift. • Receives and appropriately logs payment for release of information requests according to established fee schedules. • Carries out responsibilities in accordance with CCAD policies and procedures, including HIPAA guidelines (to the extent possible), Health Authority Abu Dhabi (HAAD) regulations, and Joint Commission International standards. • In coordination with the HIMS Manager maintains up-to-date knowledge of policies, UAE laws and regulations, and Joint Commission International standards governing disclosure of protected health information. • Organizes and prepares documents for copying and release to UAE regulatory agencies. • Processes and completes all emergency requests for medical information according to appropriate guidelines. • Reconciles all outstanding requests; fulfilling or canceling requests, ensuring all EPIC ROI systems are accurate and up-to-date. • As required provides reports on release of information activity to the HIMS Manager and reports any potential breach of privacy or confidentiality. • Communicates with requesters regarding the request process and also the validity/completeness of submitted authorization. • Communicates with patients, families, 3rd party payers and CCAD administrative and Clinical Institutes to manage and fulfill requests for patient's Protected Health Information (PHI). • Facilitates Accounting of Disclosure requests and Requests for Amendments according to HIPAA Privacy Policies. • Maintains confidentiality of patient's protected health information (PHI) in both electronic and paper formats. • Performs other duties and participates in special projects as assigned by the HIMS Management team.
Minimum Qualifications:	• Bachelor degree. • Experience in a Medical Records or Health Information Management Department or Medical Office preferred. • Ability to type a minimum of 35 words per minute utilizing a computer keyboard. • Ability to utilize typical office equipment such as copiers and multi-line phones. • Excellent communication skills both verbally and written in the English language. • Ability to speak and read the Arabic language preferred. • Knowledge of Microsoft Office suite including Excel and Word. • Knowledge of HIPAA requirements preferred. • Knowledge of the contents of the electronic medical record preferred. • Knowledge of medical terminology preferred.
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV497

Company Name: **Cleveland Clinic Abu Dhabi**



Company Type: Semi-Government

Job Position/Title:	HIMS Technician	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for providing complete patient information in a timely manner to authorized caregivers to facilitate patient care and clinical information so that CCAD can meet financial and legal requirements. PRIMARY DUTIES AND RESPONSIBILITIES: • Reviews and codes clinical information from medical records • Clarifies discrepancies in documentation and coding • Organizes and helps to standardize the information format to facilitate easy access to clinical information by using all applicable software • Safeguards patient confidentiality • Delivers prompt and courteous responses to telephone and/or fax inquiries for clinical information • Retrieves health records for patient care and other authorized users • Accesses information systems to locate patient information and health records • Ensures accurate and timely coding assignments • Maintains an organized work environment that supports easy location of clinical information		
Minimum Qualifications:	• Bachelor degree. • Minimum of one (1) year coding experience, which includes recording and interpreting clinical data from medical records, is required • Upon placement into this position, a minimum of three (3) months of on-the-job training, including attendance at specific training sessions, is required • Knowledge and understanding of medical terminology, medical record coding systems and discharge/transfer procedures		

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	• Knowledge of PC/CRT systems, encoding applications and mainframe applications • Ability to accurately abstract, code and interpret data from diverse sources • Ability to interpret a variety of instructions in various forms (i.e., written, oral, diagram, schedule, etc.) • Strong oral and written communication skills • Ability to speak and write in English is required • Ability to speak and write in both English and Arabic is preferred • Health care industry experience is preferred
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV498

Company Name: Cleveland Clinic Abu Dhabi



Company Type: Semi-Government

Job Position/Title:	HRIS Specialist	Academic Major:	Accounting – Human Resource Management & Development – Management Information Systems (MIS) – Statistics
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for ensuring that the HRIS database is updated timely and accurately for all employee records and assisting with program administration. PRIMARY DUTIES AND RESPONSIBILITIES: - Processes all HR transactions timely and accurately - Reviews all data change requests for compliance with HR policies - Assists in determining HR and CCAD needs for HRIS implementation or upgrades - Maintains HRIS to ensure continued operations and reporting efficiency - Works with HR and HRIS personnel to develop useful and easy to read reports - Provides assistance to employees by answering routine and general HRIS related questions - Administers all set-up for current and new employees to ensure timely functionality - Assists in the training of HR employees in the use of the HRIS - provides recommendations and assists in development for interface design		
Minimum Qualifications:	- Bachelor degree. - Minimum of one (1) year human resources or payroll processing experience is required - Previous HRIS experience is preferred, particularly with Lawson or Kronos		

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	• Knowledge of HRIS, payroll and/or automated customer service database management • Strong technical and analytical skills • Ability to speak and write in English is required • Ability to speak and write in Arabic is preferred
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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Job Reference No.: JV499

Company Name: Cleveland Clinic Abu Dhabi



Company Type: Semi-Government

Job Position/Title:	Key Control / ID Badge Coordinator	Academic Major:	All Majors Business & Economics
Salary Range:	Very Competitive Package	Years of Experience:	1 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	JOB SUMMARY: This position is responsible for facilitating the daily fingerprinting requirements and operations for all new CCAD employees, doctors, vendors, students and volunteers. PRIMARY DUTIES AND RESPONSIBILITIES: • Works with regulatory groups and law enforcement agencies to ensure the accuracy of information • Fingerprints and produces ID badges for all new CCAD employees, doctors, vendors, students and volunteers • Initiates follow-up investigations to determine criminal histories of positive fingerprint returns • Manages the background screening process to screen applicants and employees throughout CCAD • Works with applicants to complete all pertinent biographical forms and reviews these forms to make sure they are correct • Assists in crime scene fingerprints and evidence collection		
Minimum Qualifications:	• Bachelor degree. • Minimum of one (1) year experience in a customer service environment is required • Strong customer service skills for coordinating with various CCAD departments, outside law enforcement and judicial entities • Proficient in the use of PCs and spreadsheets • Ability to work independently with little supervision • Strong oral and written communication skills • Ability to speak and write in English is required		

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	• Ability to speak and write in both English and Arabic is preferred • Health care industry experience is preferred
No. of Positions Required:	1
Job Close Date:	Open Until Filled

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