

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.: JV575

Company Name: Masdar Institute of Science and Technology



Company Type: Semi-Government

Job Position/Title:	Administration Officer - Developee	Academic Major:	Human Resource Management & Development
Salary Range:	Very Competitive Package	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male
Job Description:	• Relocation and On boarding • Liaise with Travel Officer in assisting new international staff and faculty members in their travel arrangements, hotel accommodations reservations, and airport pick ups • Prepare ID cards, Business card requests, IT equipment requests, office/workstation request from the appropriate departments • Ensure the enrollment of the new staff member into the payroll register • Visa services: • Responsible for processing all types of visa services such as new visas, renewals, transfers, and cancellations • Handle the arrangement of medical tests • Monitoring and tracking the CBD expenditure • Collation and documentation of all CBD transactions for account reconciliation • Medical Insurance services • Responsible for application of new medical insurance cards as well as changing plans and cancellation of cards • Provide staff members with advice regarding their insurance cards, medical plans, reimbursements, etc. • Check medical insurance invoices against added members annually • Regularly benchmark services provided by current medical insurance company against competitors • Life Insurance services • Add, modify, delete life insurance members accordingly • Renew and negotiate life insurance contract with vendor • Provide advice to management regarding any life insurance issues and payments 1. Housing services • Coordinate the housing requests and ensure the availability of complete documentation for processing • Provide assistance to the employees with regards to the housing loan application		

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	• Track the contracts that have been signed by MI • Assist the employees in the matters of renewal and cancellations • Additional services • Provide guidance and assistance to employees regarding all driving license and emirates ID procedures • Petty Cash • Monitor and track the HR Department's petty cash • Preparing the documentation for Petty cash reimbursement
Minimum Qualifications:	Bachelor's Degree
No. of Positions Required:	1
Job Close Date:	Open until Filled

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

nabdulla@masdar.ac.ae



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