

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[®]



Job Reference No.: JV640

Company Name: Alain Dairy

Company Type: Semi-Government

Job Position/Title:	Contract Coordinator	Academic Major:	Law
Salary Range:	10,000 -12,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Alain near Al foha	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Female
Job Description:	Based on the Proposals submission; to understand & frame / write the contract documents in line with AFLP's Contractual business terms & conditions. Coordinate with all the Department HOD's & other staff to check contract terms cover all the technical / operational requirements. Update or Amend the contract terms & conditions if deemed appropriate		
Minimum Qualifications:	Must have good communication Skills in English & Arabic and Computer Skills		
No. of Positions Required:	1		
Job Close Date:	Looking ASAP		

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

adnan@alaindairy.com

