

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.: JV685

Company Name: Dubai World Central (DWC)

Company Type: Government



DWC

DUBAI WORLD CENTRAL
دبي ورلد سنترال

Job Position/Title:	Graduate Trainee – Real Estate	Academic Major:	Business Administration - Marketing
Salary Range:	17,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Dubai	Job Type:	Full Time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• Customer Service: Assist clients to get all the required information and provide them with the correct procedures to be adhered. Contact prospect customers to follow up all their requests. Cross check the buyers/customers database to ensure their recorded information is up to date. Liaise and assist the customer service department to complete the plots registration through the DLD, update plots database in the system and provide weekly follow ups on the pending cases. • Marketing: Support in Identifying new channels for marketing and participate in key events for the specific sector in order to market the sector's products and provide the business development function with new lead opportunities. Coordinate with the sales department in case any public media coverage therefore, liaise with relevant departments i.e. IT, customer service to be prepared with capturing the leads...etc. • Collaboration: Liaise with the other functional divisions /departments (more with Asset Management – PMO Department) on marketing and product development needs in order to support in ensuring timely and accurate completion of the product for the customers including maps, floor plans, urban design images...etc.. • Reports & Meetings: Generate reports for review and decision making. Plus assist Realestate VP in taking notes and minutes of meetings. • Policies and procedures: Follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner • QHSSE: Ensure all relevant quality, health, safety and environmental procedures, instructions and controls are adhered to so that the safety of employees, quality of products/services and environmental compliance can be guaranteed • Ad-hoc Requests: Perform additional duties commensurate with the current role, as and when requested by the direct manager		

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Minimum Qualifications:	Bachelor Degree
No. of Positions Required:	1
Job Close Date:	30/10/2014

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

Jaber.Alteneiji@dwc.ae

&

Najat.Nasser@dwc.ae

JOB NAVIGATOR

Locating Your Career Path



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