

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.: JV686

Company Name: Dubai World Central (DWC)

Company Type: Government



DWC

DUBAI WORLD CENTRAL
دبي ورلد سنترال

Job Position/Title:	Graduate Trainee – Registration – License, Registration & Permit Approvals	Academic Major:	Business Administration
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:	• Registry Compliances: Register companies in DWC on receiving approved documents as per defined rules and regulation and ensure the process is done as per the registry & license adhering to the policy & procedure and as well comply with rules and regulation of DWC. Conduct depth verification on company registry, accuracy while update; on Company name; Date of registration; Capital; License issuance & expiry; Directors, Managers, and Staff details; Legal Representatives, etc. • Verification: Verify and assure all legal documents exists for the company and well maintain in safe custody; like Power of attorneys, Specimen signature, Passport copy and CV, etc. • Relationship: Liaise with the internal sources in creating, amending and updating while registering Companies in DWC. Build and maintain strong working relationship with internal and external parties (customers) • Deregistration: Support in deregistration works and maintain its records. • Records Management: Confirm all the details entered in the system accurately and update and well documented. • Reports: Prepare in a timely and accurate manner of reports on number of licensing issued, amended, renewed, and terminated in a defined period for management decision and approach. • 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



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