

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

Job Reference No.: JV743

Company Name: University of Sharjah



Company Type: Semi-Government

Job Position/Title:	Administrative Assistant	Academic Major:	MIS & HR
Salary Range:	15,000-18,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Sharjah	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	- Follow-up the department tasks and communicate with concerned faculty and staff members and outside organizations. - Assist students in academic and administrative tasks. - Archive various department's documents. - Follow-up on requests related to the department like: purchase orders, student's papers, faculty and staff related issues, equipments and other. - Carry out tasks requested by the Head of Department. - Receive and process messages and communications from within or outside the university.		
Minimum Qualifications:	Bachelor degree		
No. of Positions Required:	5		
Job Close Date:	Open Until Filled		

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

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

ralketbi@sharjah.ac.ae

JOB NAVIGATOR

Locating Your Career Path

