

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

JOB VACANCY FORM[®]

Reference No.: JV746

Company Name: United Arab Emirates University



Company Type: Government

Job Position/Title:	Administrative coordinator	Academic Major:	Accounting - Arabic Language & Literature – English Literature – Applied Linguistics (TESOL) – General Linguistics – Translation Studies – Human Services & Counseling- Mass Communication
Salary Range:	8,000– 18,000 AED	Years of Experience:	Fresh graduate or 1-2 years of experience
Job Location:	Al Ain	Job Type:	Full time
Nationality:	Only UAE Nationals	Gender:	Female
Job Description:	The position is an administrative one, duties like filing, answering phones, prepare documents, attend meetings etc. are included		
Minimum Qualifications:	Excellent English and Arabic skills		
No. of Positions Required:	1		
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:

cio.office@uae.ac.ae

JOB NAVIGATOR

Locating Your Career Path

