

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

JOB VACANCY FORM®

Job Reference No.: JV770

Company Name: Study Smart Center – inlingua Language School



Company Type: Private

Job Position/Title:	Administrative Supervisor	Academic Major:	All Majors Business & Economics
Salary Range:	3000 – 4500 AED	Years of Experience:	1 year of Experience
Job Location:	Al Ain & Abu Dhabi	Job Type:	Full-time
Nationality:	Any Nationality	Gender:	Both
Job Description:	Improve the Sales and Business Development of the center. Need to get generate more prospects and bring business to the Center. Participate in Outdoor Events Update the MIS on daily basis. Do follow up with students to convert each calls into Registration Increase the profitability of the center.		
Minimum Qualifications:	- Bachelor Degree. - Good Communication skills in English and Arabic.		
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:

infoalain@score-plus.com

