

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

JOB VACANCY FORM[®]

Job Reference No.: JV779

Company Name: Dubai World Central

Company Type: Government



DWC

DUBAI WORLD CENTRAL
دبي ورلد سنترال

Job Position/Title:	IT Coordinator	Academic Major:	All IT Majors
Salary Range:	Very Competitive Package	Years of Experience:	Fresh Graduate or 1 - 2 years of experience
Job Location:	Dubai	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Female
Job Description:	<u>Job Purpose:</u> To provide coordination and administrative support for IT Department by liaising with internal and external parties in compliances with the defined procedures, and policies. <u>Key Responsibilities:</u> • Coordination: To coordinate with the internal and external parties in handling and meeting the various IT request and needs on Soft and Technical requests from Division / Department. Coordinate and follow-up with all concerned internal and external parties until the desired end results are met by following the relevant procedures. Carryout the activities on a professional rapport by promptly attending to requests, queries and complaints and keeping track of all type of request to ensure timely and quality services is been delivered. • Secretarial support: Provides secretarial support in areas of typing memos, forms, confidential correspondence. Makes and/or suggests corrections as necessary. Answers inquiries, uses discretion handling difficult calls and routes calls to appropriate individual. Maintains calendar(s), meeting room arrangement for the supervisor and/or department. Organizes and expedites work through supervisor's office and provides follow-up to ensure projects are completed as required. Gather and collate data as requested. Performs work with a basic understanding of departmental procedures in respective field • Administrative support: Provide administrative work support for the Department and as well in creating, maintaining and updating an efficient database, archiving all information for the department, electronically or paper, for reference and documentation purposes. Assist in preparation of departmental reports. Etc. • Communication: Analyse, sort, prioritize and distribute all incoming correspondences, including faxes, memos, and submissions, to concerned person thereby ensuring a smooth flow of communication. To prepare correspondences on behalf of the department for arising external queries and other routine		

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	enquiries • Store & Inventory Handling: Receive the purchased items from vendors in line with purchase request and store in the respective areas. Provide periodical reports on IT items in store by coordinating activities with other functional team • 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
Minimum Qualifications:	Bachelor's degree
No. of Positions Required:	1
Job Close Date:	15 th April 2015

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:

Rakhi.kumar@dwc.ae

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