

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

JOB VACANCY FORM®

Job Reference No.: JV793

Company Name: Masdar Institute of Science and Technology

Company Type: Semi-Government



Job Position/Title:	Support Service Officer	Academic Major:	Mass Communication - Supply Chain, Marketing
Salary Range:	Very Competitive Package	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	- Searching for prices from different services providers in order to get the best possible deal - The support will be given to the following activities but not limited to: Transportation/Catering/Courier/Printings/Events/Travel - Develop requirements and controls to ensure that the vendors are managing the services in accordance with set objectives of Masdar Institute in terms of cost and quality - Understand the needs of the employees and provide optimum service in line with the MI's Policy - Provide initiative in developing the services policy to ensure that the best practices are being implemented - Arrange and coordinate all the services requests. - Resolve complaints from end-users relating to service section - Create, develop and adjust forms where needed - Prepare reports on the number of travels of all categories and provide statistics on the price ranges in relation to the seasons - Understand the requirements and details of the event and liaise with the Marketing and Corporate Communications team in establishing the desired outcome		
Minimum Qualifications:	Bachelor's degree		
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:

hr@masdar.ac.ae