

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

JOB VACANCY FORM[®]

Job Reference No.: JV809

Company Name: Juice Palace Refreshments

Company Type: Private



Job Position/Title:	Business Administration	Academic Major:	Management Information Systems (MIS) - Management
Salary Range:	3000-6000 AED	Years of Experience:	Fresh Graduate Or 1 Year Experience
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	Any Nationality	Gender:	Both
Job Description:	- Establish and carry out departmental or organizational goals, policies and procedures - Direct and oversee an organization's financial and budgetary activities - Manage general activities related to making products and providing services - Innovate by applying new technologies in the workplace - Consult with other executives, staff and board members about operations - Negotiate or approve contracts and agreements - Appoint department heads and managers - Maintaining, ordering and distributing office supplies as needed - Supervising clerical and subordinate administration personnel - Plan budgets for equipment and supplies - Supervising maintenance of equipment and machinery - Serving as liaisons between corporate officials and customers or clients - Managing employee work schedules and training staff members - Ensuring the business meets government health and safety standards - Identify places to cut costs and to improve performance, policies and programs		
Minimum Qualifications:	- Bachelor Degree. - GPA higher than 3.0 - Excellent English and Arabic		
No. of Positions Required:	1		
Job Close Date:	December 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:

HR@juicepalaceuae.com

