

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

JOB VACANCY FORM[®]

Job Reference No.: JV924

Company Name: **Strata Manufacturing PJSC**



Company Type: Semi-Government

Job Position/Title:	Secretary/ Administrator	Academic Major:	All Business / IT majors
Salary Range:	20,000 – 24,000	Years of Experience:	At least 1 year of experience or more
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• Supports the preparation and collation of internal and external reports for CEO. • Prepares periodic reports as required by CEO and C-Suite. • Supports administration tasks and maintains Company KPI tracker on a monthly basis. • Maintains customer and staff complaint trackers and regularly follow-up on complaints and report progress. • Responsible for updating CEO meeting minutes and C-Suite dashboards on a monthly basis to follow up on actions to return to green. • Ensuring all time sheets are completed and uploaded in SAP for relevant staff, i.e administrators and drivers. • Responsible for following-up on CEO correspondence and outstanding actions for resolution from review meetings both internal and external • Assisting the CEO and C-Suite in coordination of customer/site visits, workshops and offsite meetings/presentations.		
Minimum Qualifications:	• Bachelor in Business/IT related field • Minimum of 1 year of experience • Excellent English (Writing & Speaking)		
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
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To Apply, UAEU Graduates/Alumni should send their CVs to:
careers@strata.ae

