

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

JOB VACANCY FORM[©]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV659

Company Name: FLC – Global Executive Search



Company Type: Private

Job Position/Title:	Administration Assistant	Academic Major:	Not as specific.
Salary Range:	AED 4000 – AED 5000	Years of Experience:	Fresh Graduate or 1Year experience
Job Location:	Ajman, UAE	Job Type:	Full-time
Nationality:	Any Arabic National	Gender:	Female
Job Description:	We are looking for energetic, self-motivated and career oriented female who is willing to learn and grow with company mission. • She will collect data from all department and key in data on Admin sheet. • Preparing and time logs. • Attending phone calls, call transfers and attend guests on reception. • Coordination with all departments as per HR instruction. • Will able to translate information from English to Arabic and Arabic to English without any internet support. Benefits: Visa, annual ticket and annual leave.		
Minimum Qualifications:	• Should be IELTS. • Excellent skills in MS application (Word, Excel, PDF, etc) • Fluent Arabic & English speaker		
No. of Positions Required:	1		
Job Close Date:	5 October - 2014		

To Apply, UAEU Graduates/Alumni should send their CVs to:

Please send your CV on word format at

umair@fcfz.ae

