

MATERIAL PLANNER

This is a vacancy for a Material Planner with a European MNC that develops, manufactures, and markets products for the construction and building maintenance industries.

Location: Jebel Ali

Purpose of Position:

Manages product availability and optimised inventory management (Month on hand, obsolescences, etc) in the Regional Distribution Centre

Act as point of contact for the markets and provides support

Supports Business improvement (through service delivery) in Region EA as well as maintain the overall customer satisfaction.

Core Accountabilities:

- Responsible for all operational fulfilment activities (demand planning, inventory management, replenishment process) from supplier to MO
- Contact person for the markets for all logistics issues / giving support to the markets
- Supports KPI management (MOH, obsolescence, forecast accuracy) and is responsible for the performance measurement
- Identifies/ collects data, provides reports/ feedback to the team lead
- Manages and communicates about shortage situations and supports shortage management
- Self responsible for prioritising of activities, setting and follow up of targets in Materials Management

Experience & Qualifications:

Functional Expertise

- Knowledge/ experience in Logistics/ Materials Management/ Planning or appropriate education (university degree)
- Experience with ERP-systems (preferably SAP)
- High self-responsibility in terms of prioritising activities and high learning aptitude
- Ability to work independently
- High communication skills / ability to work in a team

Knowing the Business:

- Experience in a highly customer oriented industry

Understands what needs to be done:

- Structured and well organised
- Problem-solving attitude and good communication
- Able learn on the job

Getting things done:

- Communicates and implements activities
- Provides hand on support where necessary
- Escalates where necessary

Working with others:

- Is capable to interact in the diverse cultural environment and reaches the people on all levels
- Convinces and motivates
- High integrity in all situations
- Positive contact to Corporate functions
- Developing himself / herself and others
- Identifies development potential for himself / herself

Only candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to Andrea Moritz at logistics.jobz@gmail.com
Please mention Ref: Sheldon in the email subject box along with the job title.

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CASHIERS (SALES CONSULTANTS)

One of the world's leading foreign exchange companies is looking to hire Cashiers for three of their branches at Dubai, Abu Dhabi and Sharjah airports. This UK-based company, with a presence at almost all the airports all over the world, is looking for young and enthusiastic candidates with a pleasant customer service personality, both male and female, who would like to kick start their career in finance.

Position: Cashiers (Sales Consultants)

Salary: AED 4,000

Requirement: Immediate

Competencies: Accounting experience preferred

Visa: Looking for candidates whose visas are cancelled or who are on free zone visas

Only candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to Dylan D'Souza at emmanuel.inc10@gmail.com
Please mention Ref: Sheldon in the email subject box along with the job title.

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FINANCE CONTROLLER

The candidate will report to the MD of the company. Looking for a competent young individual who can go the extra mile.

Requirements

- Fellow of Institute of Chartered Accountants of India (F.I.C.A) & professionally qualified.
- Proficient in computerised accounting.
- Proactive and result oriented with broad experience in all aspects of accounting and financial management.
- Proven ability to manage multiple tasks efficiently & accurately under pressure while meeting tight deadline schedules.
- Strong analytical skills coupled with an impressive commitment to excellence and an ability to drive efficiency and financial performance improvements.
- Well disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules.
- Effective communication / interpersonal skills and a team player; interact positively with a wide range of people, and establish relationships based on respect.
- Exceptional problem-solver with keen ability to resolve accounting issues, provide for business processes for the improvement.

Accounting / Financial Skills & Competencies

Accounts & MIS

- Preparing and maintaining statutory books of accounts viz, journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.
- Presenting a true and fair view of the financial position of the company by preparing financial statements viz, P&L Account, Balance Sheet and annual reports.
- Reconciling inter-branch accounts and monitoring branch records as well as preparing creditors/ debtor's reconciliation statements.

Purchases & Logistics

- Identify and Evaluation of Supplier, Negotiation of Prices Placing orders Locally & Overseas and follow up for the deliveries. Arranging Forwarders for the pick up of the overseas consignments.

Financial Operations

- Preparing Budgets as well as conducting variance analysis to find out causes of deviation and undertaking corrective measures.

- Liaising with banks / financial institutions to meet the Company's requirements.
- Initiating; managing and preparing the monthly budget in close co-ordination with, General Managers, and Departmental Heads.
- Expertise in preparing Monthly Reports including receivables, payables, expenses analysis etc.

Banking Operations

- Managing banking activities like Reconciliation, Cash Management Services, Letter of Credits, Bank Guarantees, Bills Discounting, cheques discounting etc.
- Monitoring the funds position to ensure optimum utilisation of available funds towards the accomplishment of organisational objectives
- Liaise with bank independently for all LC transactions such as discounting of bills, LC amendment and follow up.

Auditing

- Responsible for planning, Executing and reporting progress for internal and external Audit.

Only candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to Christina Frasz at Christina.Frasz@selecthr.ae

LOGISTICS COORDINATOR

Candidates must have minimum 3 years experience within logistics.

Seeking Graduates who are available to join immediately.

Salary: AED 4,000 - AED 4,500

Requirement: Immediate

Candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to Prasad Uchil at prasad@swotmanagement.com

ONLY CANDIDATES ON VISIT VISAS MAY APPLY.

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SALES COORDINATOR

Requirements:

Good Communication Skills

Excellent Computer Skills

Nationality: Indian

Visa: Spouse

Details:

Salary – AED 3,000 to AED 3,500

Working Hours: 8:00 to 17:00 hrs – Thursday half day, Friday off

Candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to Binny Chandhok at binnychandhok@yahoo.com

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MARKETING EXECUTIVE

There's a requirement for a Marketing Executive with a reputed company.

Requirements: Good communication skills & presentation skills

Nationality: Indian

Visa: Provided by company

Car & Mobile: Provided by company (Valid UAE driving licence a must)

Package: Good

Candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to Binny Chandhok at binnychandhok@yahoo.com

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SALES MANAGER (RETAIL BANKING - ASSETS & LIABILITIES)

A leading bank in UAE is looking to hire a Sales Manager with experience in dealing with Assets & Liabilities products in Dubai. Experience in Insurance products will be an added advantage. Need to have a minimum of 10 years of banking experience. Should have a management degree.

Candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to Prasad Uchil at prasad@swotmanagement.com

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VARIOUS – NEW COMPANY

A 3PL Multinational is looking at recruiting numerous positions for their new Jebel Free Zone setup. If you have experience in Warehouse, IT, Sales or Finance, please send your CVs to melvismusic@gmail.com

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VARIOUS – SENIOR POSITIONS

A leading retail conglomerate is currently working with leading clients across the Middle East within the fashion, footwear, apparel & accessories industry. Our clients are leading global retail companies representing some of the most popular, developing and diverse brands within fashion and retail covering wholesale and retail trading across international brands including clothing, shoes and perfume for men, women and children.

General Manager: New Brand Launch

- At least 2 years experience within a General Management role
- 4+ years experience within Retail ideally
- Must have experience with launching new brands, introducing new brands into new markets, implementing a brand, building a brand from scratch etc
- Should ideally have experience in Footwear, Kid's wear, men's wear, women's wear & Accessories

Director of Operations: On Trend Fashion Brand

- 15 years Operational experience
- 10 years in a Senior Management role
- Must have worked for similar brands
- High street fashion very welcome

Fashion Retail Merchandising

- Graduate in Economics or International Business Management preferred
- Knowledge of fashion trends

- At least 2 years experience in Fashion Merchandising (of course years will increase depending on level of Seniority)
- Good understanding and interpretation of Brand Partner Vision, Strategies and Plans, Fashion Trends, International Business

Brand Manager: Fashion/Brand Controller/Footwear

- Graduate in Retail Sales Management preferred
- At least 4 years experience within Brand Management
- 6+ years experience within Brand Management ideally
- Should have experience in Footwear, Kid's wear, men's wear, women's wear & accessories
- Computer literate with very good command of English

Area Sales Manager

- 1-3 Years experience within the Fashion Retail industry
- Multi site management & retail sales experience in a Fashion Retail environment is preferred
- Fluent and confident in English
- Arabic speaking skills would be an advantage

Regional Sales Controller

- 2-5 Years experience within the Fashion Retail industry
- Able to motivate a large team on a daily basis to perform & hit sales target
- Develop Regional Area Managers/ Area Sales Managers into Sales Leaders in their mall, by coaching & agreeing actions required on all mall visits
- Leads from the front & will show stores & Area Sales Managers how to deliver sales target, including performance
- Strong communicator & able to get message across so action taken is consistent across all malls

Sales Director/Commercial Director

- Manages 10 Mall Managers across KSA and approx 30-40 International Brand Managers
- Also manages Visual Merchandising Team
- Should have at least 10 years experience in a similar position
- Strong Management success results
- Experience working with global retail fashion brands

International Director

- Manages 5 Countrywide Managers and International Development Support Team of 3 people

Only candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to Yvette Janse van Rensburg at yvette@firstresortrecruitment.com

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VACANCIES AT RIVOLI

Rivoli Group is a leading retailer based in the UAE. They are recruiting for the following positions:

- Trainers
- Sales Associates
- Drivers

Only candidates who fit the profile, please send your CVs and cover letter addressed to hr@rivoligroup.ae

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VARIOUS – ABU DHABI

1) Sr. Business System Analyst

- BSc. Computer Science
- MSc. Advantage
- SAP experience
- At least 10 years of experience (of which 5 years should be in Oil & Gas industry)
- SAP/ R3 (Material Management, Quality management module)

2) SAP Team Leader

- BSc. Computer Science
- MSc. Preferred
- At least 15 years of experience (of which 10 years should be in Oil & Gas industry)
- Extensive experience in SAP HR, Payroll & ABAP.

Only candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to Donella Miranda at idcman4@emirates.net.ae

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COST ACCOUNTANT – JAFZA

There is an urgent vacancy for the following post with a company based in JAFZA.

The candidate should be UAE based, and able to join in no later than ten (10) working days, to perform activities covering materials and production costs, costs of sales, product development, overhead, etc.

Primary Responsibilities

- Compare actual costs to estimates/budgeted and analyses variances.
- Analyse and monitors raw material inventory.
- Analyse actual manufacturing costs and prepare periodic comparative reports
- Develop product costing techniques,
- Institute cost control measures
- Ensure timely and accurate labor, material and overhead reports
- Special cost studies and periodically review allocation of overhead costs

Pre-requisite Skills

- Bachelor's Degree in Accounting
- At least eight (8) years experience, big four a bonus
- ERP literate
- Detail oriented with excellent
- Excellent English oral and written communication skills.
- Proficient in accounting programs (Epicor, Microsoft SQL, Oracle, Pervasive Cognos, Crystal etc)
- Able to handle big workload and pressure.

Package

- AED 15000-20000 per month depending on experience and skill.
- Insurance for self only
- One yearly round trip ticket to country of origin (self only)

Only candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to smitha0177@yahoo.com

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Direct Supervisor: Director of Knowledge Village

Department: Marketing

Organisation: Knowledge Village

Job Purpose

Develop marketing plans and strategy (short & long-term plans) to ensure the implementation, through market research marketing & brand strategy, advertising, promotion, product development, and public relations activities, which will provide for the effective projection of KV's corporate & market image.

Principal Accountabilities / Key Result Areas

- Develops strategic marketing plans & strategy to ensure its effective implementation to achieve corporate objectives for KV.
- Develops & implements effective communication tools (internal & external) by providing content & design direction in producing quality corporate communication materials to ensure effective, consistent & accurate representation of the organisation.
- Establish brand strategy & ensures that communication & brand activities are synchronised locally so as to be consistent with KV brand architecture & positioning.
- Develops & maintains brand identities for KV sub brands & guide in creation of product portfolio for projects ensuring it is consistent with KV's brand values & enhances brand equity.
- Forecast & manage marketing budget to ensure it aligns with the overall objectives & growth strategies of the organisation. Authorises expenditures & tracks project costs to control expenses.
- Analyse marketing plans with a view to update key personnel on market trends, key consumer drivers & attitudes, competitive brands & communication activity with a view to adjust strategy & tactics & increase effectiveness.

Knowledge, Skills, Experience and Competencies

Qualification:

University Degree in Business Administration with an emphasis on Marketing.

Experience:

5 to 7 years work related experience in Marketing, out of which,– Multinational background.

Preferred working in the Education/Training field.

Core Competencies

- Customer Service Orientation

- Communication Skills
- Creativity & Innovation
- Planning & Organising
- Organisational Commitment
- Flexibility
- Presentation skills

Peripheral Competencies

- Team Work & Co-operation
- Achievement Motivation
- Leadership skills
- Negotiation skills

Only candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to Odelia Coutinho at emmanuel.inc10@gmail.com
Please mention the job title in the email subject box.

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CRITICAL SITUATION MANAGER

Job Profile

The Critical Situation Management Execution Team (CMET) is part of the PSS Security Management Organisation under Customer Support and Service (CSS). The CMET team owns the overall CritSit Process. The team works across Services, EPG and Business groups ensuring all the parts are compliant with the process and ensuring a high quality customer and partner experience when facing a CritSit. CritSits are business critical situations escalated by Microsoft's highest priority Premier customer segment. Premier customers include government, military, and fortune 500 companies.

Job Purpose

The CritSit Manager role is part of the CMET Execution Team and will assist with managing CritSit situations across all technologies. Their primary focus is to meet customer needs by effectively managing internal and external resources and communication across all the parties involved on a CritSit. The Execution Team provides 24x7, 365 days a year afterhours coverage for Premier by managing our Enterprise and Partner clients most severe business impact issues, identifying internal failings and driving positive change. Given the nature of the business, this position does require flexibility to work outside of standard business hours, including nights, weekends, and some holidays.

Responsibilities

- Address high priority customer's escalations needs, for critical and high-visibility problems impacting Microsoft's strategic Premier customers (Critical Situations) and Partners.
- Participate in 24x7 Coverage schedule providing timely, reliable and high-quality response to complex customer escalations.
- Provide mentor assistance to Premier and CSS regarding the CritSit process when required to ensure successful execution.
- Interface with various departments within the Customer and Partner to drive resolution, up to the executive level as necessary.
- Interface with various Microsoft groups to drive resolution, up to the executive level as necessary.

Primary Job Functions

Positively impact customer satisfaction by:

- Managing Premier Customers' and Partners' Critical Situation incidents to ensure that the CritSit process is being followed and any need of escalation is addressed.

- Delivery of a high quality customer and partner experience through timely and effective Response to internal and external customer needs; owning active Critical Situations.
- Deliver a high quality customer and partner experience through timely and effective Resolution of customer's issues in the quickest way possible.
- Expand internal visibility of Premier Customers' Critical Situations by managing complex, mission critical, or politically hot Premier customer situations, including Enterprise Accounts and Partners during afterhours.
- Identifying systemic issues and flagging process breakdown during the execution of the CritSit Process the CritSit System
- Collaborate effectively with the customer and internal groups to solve customer issues and improve business processes in the quickest way possible
- Actively participate on projects initiatives owned by CMET.
- Assist with CritSit reporting to allow businesses to make better decisions

Only candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to Noel Fernandez at noelalan@ovi.com

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SALES ENGINEER – SECURITY SYSTEMS (KUWAIT)

Job responsibilities include, to achieve sales, revenue and assigned targets, to identify target accounts for new business generation, to develop and convert sales leads to profitable business.

Duties are to manage existing customer portfolio & to develop sales initiatives with new customers to maximise sales opportunities

English/Arabic speaking candidate with Kuwaiti driving license to work as Security Sales Engineer/Product Manager for their firm. The ideal candidate should be a Graduate in Electronics Engineering or any equivalent degree with experience of 4 to 5 years of experience in Design, Configuration, Sales & support of CCTV, Access Control & Burglar alarm systems.

Salary won't be a constraint to the right candidate and a good commission structure as well as growth within the company.

Only candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to info@activegulf.com

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SALES EXECUTIVE

Candidates at the entry level or with experience may apply.

An applicant with a UAE driving license would be preferred.

Kindly forward your resumes to the following email address: publishinguae@gmail.com

Please mention the reference of Faminda.

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MOSS/DOT NET DEVELOPER

One of the leading German based–IT companies in Dubai immediately seeks a MOSS/Dot Net Developer with the below given requirements:

General Skills

- Good presentation and communication skills
- Indepth knowledge of software development lifecycle from requirement gathering to closure and support
- Minimum of 2-3 years hands-on development experience in MOSS also experience of ASP.NET, vb.net , C# and SQL Server.
- Customer support skills
- Good understanding of technology trends

Technical Skills

- Microsoft Office SharePoint Server technologies & architectures (Windows Server, SQL Server, IIS, MOSS 2007).
- Microsoft Development Tools Visual Studio 2005/2008 and SharePoint Designer.
- Web Technologies & Languages (IIS, Silverlight, AJAX, Vb.net, C#, ASP.Net, CSS, HTML, XML, XSLT)
- Microsoft SQL Server DB including Reporting Services, Integration Services technologies

Education

- Bachelors degree or Master of Computer Science or any related discipline
- Certified MOSS or .Net Consultant would be an added advantage

Salary

- Competitive salary offered based on experience.

Only candidates who fit the profile and meet the requirements, please send your CVs and cover letter addressed to jennifer.suzan@gmail.com with the job title in the email subject box.

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VARIOUS VACANCIES AT PETROTECH

Hydraulic Mechanical Engineers

There is an immediate requirement for Hydraulic Mechanical Engineers for valves & fittings with 3-4 years experience, responsible for sales & marketing of the company's products which are industrial valves including gate, check, ball valves, etc for several years and servicing the oil & gas / petrochemical industry with UAE driving license, required.

Sales Executive

(Outdoor) for Engineering Products with 2-3 years experience & a UAE driving license, required.

Driver

(Srilankan /Bangladeshi) with 2-3 years experience & a UAE driving license, required.

Only candidates who fit the profile and meet the requirements, please send your CVs (with photo), cover letter and salary expectations to jobs@petrotech.ae with the job title in the email subject box.

Please mark a BCC to emmanuel.inc6@gmail.com

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INVENTORY CONTROLLER

An electronics company in Dubai is seeking an Inventory Controller having relevant experience of 2–3 years.

Must be proficient with Orion or any other ERP.

Salary: Up to AED 4000.

Location: Deira / Sharjah

Medicals provided

Only candidates who fit the profile and meet the requirements, please send your CVs (with photo), cover letter and salary expectations to melvismusic@gmail.com / manishkdalal@gmail.com with the job title in the email subject box.

VARIOUS – SALES

A company in Dubai manufacturing window blinds, curtain tracks and rods is looking for hardcore sales personnel. The main job profile would be managing dealer network, expanding the current network, corporate sales (meeting architects, interior designers, consultants) & payment collection.

CTC would be:

Salary – AED 3,000 + Accommodation (Bed Space) + Incentives + Transportation + One month paid leave after completion of one year + 2 way air ticket once in a year.

Education: Minimum Graduation

Experience: 2 years in outdoor sales

Car will be provided if holding valid UAE D/L

Only candidates who fit the profile and meet the requirements, please send your CVs (with photo), cover letter and salary expectations to sharathkumarj@gmail.com with the job title in the email subject box.

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CUSTOMER SERVICE & SUPPLY PLANNER – GCC

(For FMCG Multinational company)

Only candidates with previous FMCG experience, please!

Customer Service:

Primary point of contact for all customer care related issues

Order entry and communication, Pre-alerts, Manage shortage and damages, Documentation check and communication, New Customer Creation

Target 100% availability of stock in top 3 markets

Develop periodical dispatch file based on actual orders & communicate the Business

Position:

Develop Stock and Sales reporting for new customers

Co-ordinate yearly activities/promotions/NPI's with Marketing/Sales

Demand Planning:

Develop 18 months Forecast (along with sales) - based on stock (in the customers w/house), sales history, sales activities and market trends (65%) and actual orders (35%)

Production submission: Submitting the production plan to the planners in different source units.
Develop scenarios to close gaps in short term Demand Vs business plans

Supply Planner

- Manage inventory as per production and transfers
- Weekly shipment projection
- Follow up on the timely production as per the forecast (weekly)
- Communicate container breakdowns to the Central Booking Team in Veghal, Holland.
- Weekly monitoring of supply status to mitigate short term supply risks
- Ensure the sailing within the specific time to achieve the Business Position communicated by the Key Account Manager
- Invoicing
- Credit notes
- Stock reconciliation
- Reports / KPI's
- Case Fill
- Documentation accuracy and Timeliness
- Timely Delivery
- Perfect Order

Nature & Scope:

The job holder will be based in the Dubai Office, working closely with the GCC ITR Key Account Manager, GCC ITR Marketing Manager, Deployment Planner (EXD), Production Planners – all Source Units

Qualifications / Experience:

- Degree Holder in relevant field (Logistics, Supply Chain or Business).
- 2-3 years Logistics and Supply Related work experience
- Knowledge of GCC markets will be preferred.
- Knowledge of SAP and planning systems
- Good knowledge of the FMCG-industry (at least 3 years).

Only candidates who fit the profile and meet the requirements, please send your CVs (with photo), cover letter and salary expectations to Melvis Furtado at melvismusic@hotmail.com / melvismusic@yahoo.com

with the job title in the email subject box.

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IT HELP DESK ENGINEER (SHARJAH)

There is a vacancy for an IT Help Desk Engineer for a company in Sharjah.
Minimum 1 or 2 years of experience required.

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to rjferns@gmail.com with the job title in the email subject box.

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WEB DESIGNER

Khoie Group is looking to recruit a Web Designer for their Head office in Dubai dealing with Property Development.

Salary: Negotiable (min. AED 5000)

Specification: Well experienced in DreamWeaver for minimum 3-4 years

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to jobs@khoie.com with the job title in the email subject box.

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SENIOR ACCOUNTS MANAGER

A reputed property management Co in Dubai is seeking a Senior Accounts Manager.

Salary based on qualification & experience, starting AED 15K onwards.

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to jobs@khoie.com with the job title in the email subject box.

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PART-TIME GRAPHIC DESIGNER

A marketing communications company based in Garhoud is looking to hire a graphic designer on a part-time basis. Only people with relevant skills / expertise need apply.

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to viscomsm@gmail.com with the job title in the email subject box.

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VARIOUS VACANCIES

A multinational FMCG company is looking to hire the following:

- Operations Manager – FMCG (Abu Dhabi)
- Assistant Finance Manager (CA must, Dubai and Saudi)
- Customer Service Manager (Dubai)
- Assistant Corporate Communication Manager (Dubai)
- Key Account Executive (Dubai)
- Category Marketing Manager (Oman)
- Category operation supervisor (Qatar)

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to Melvis Furtado at melvismusic@gmail.com

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NETWORK ENGINEER

There is a vacancy for a Network Engineer in Dubai.
CCNP with 3 yrs experience in field-networking only need to apply.
Immediate requirement.

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to Philip at philip970@gmail.com with the job title in the email subject box.

OUTDOOR SALES EXECUTIVE

Experienced Outdoor Sales Executive required for an advertising company in Al Quoz with UAE D/L and knowledge of roads.

Ability to work on computer, do own reports, profession in his field, energetic, go getter, willing to work hard to achieve the targets set forward.

Visa + Salary + commission offered to the right candidate.

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to startpsales@gmail.com with the job title in the email subject box.

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DRIVER

Required, an efficient and experienced Driver with UAE D/L knowledge of roads.

Must be English/Hindi speaking, hardworking, and willingness to go the extra mile!

Visa + salary + commission offered to the right candidate.

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to startpsales@gmail.com with the job title in the email subject box.

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SECRETARY

Location: Sharjah

5-day week, 9am to 6pm, straight shift, location Al Wahda.

Salary: Between 3-4 k per month. Ladies preferred.

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to ND Joseph at nadoo@emirates.net.ae with the job title in the email subject box.

GRAPHIC DESIGNER (INTERN)

There's an opening for a graphic designer intern with a reputed investment development company. They are looking for someone with knowledge of graphic design, and experience in using Photo shop & illustrator and a fair amount of knowledge of Flash. The position is available to anyone who's looking for a job which has the potential to become a permanent placement. Basic remuneration will be provided based on the individual's talent and work attitude.

They need someone who is committed, responsible and passionate about design, with a flair for creativity and passion to learn.

Must be a team player and get along well with peers. In return they're offering a good package for a start-up job, and excellent career opportunity with the highest awarded investment and development firm and a bright pathway to an excellent career.

This is open for ladies and gents fresh out of universities.

Office Location: Dubai Media City

Timings: 8:30am to 5:30pm, 5 days a week

Only candidates who fit the profile and meet the requirements, please send your CVs and a PDF of your portfolio (Less than 5MB) to Oscar Mathews at oscarmathewsq45@gmail.com

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VACANCIES – LOGISTICS

A logistics company is currently seeking qualified candidates with UAE experience for the following positions:

Product Development Manager

Email CVs to mailme.pdm@gmail.com with a BCC to logistics.jobz@gmail.com

Logistics Coordinator

Email CVs to mailme.log@gmail.com with a BCC to logistics.jobz@gmail.com

Please mention the position in the subject line. Only shortlisted candidates will be contacted.

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FIELD SALES EXECUTIVES

A German company is looking for vibrant and energetic Field Sales Executives having 2-3 years of relevant experience. A UAE drivers license is a must have. The Co. provides a competitive

salary package for the right candidate and attractive incentives and commissions. Also, the company rewards and recognises high flyers.

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to Ms. Nicola at nicola@gitdubai.com with the job title in the email subject box.

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VACANCIES – TRAVEL AGENCY

- 1) Secretary at Sharjah Office, preferably Goan studied in Mumbai. Confident, with the ability to draft letters
- 2) Filipino Travel Consultant holding Diploma in Ticketing UAE
- 3) Our office would like recruit a secretary if possible with travel back ground.

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to invites12@rediffmail.com with the job title in the email subject box.

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MARKETING EXECUTIVE

There's an opening for a Marketing Executive with a mobile manufacturing company. The job requirements are minimum 3 years of experience in mobile phone field or with the manufacturer.

Only candidates who fit the profile and meet the requirements, please send your CVs, cover letter and salary expectations to roshancv@eim.ae with the job title in the email subject box.

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RECEPTIONIST CUM TELEPHONE OPERATOR

Wanted, a female Receptionist cum Telephone operator for a Travel agency with work experience. She should smart, good English and knowledge of computers.

Only candidates who fit the profile and meet the requirements, please send your CVs (with photo), cover letter and salary expectations to sales@whitesands.ae with the job title in the email subject box.

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CHAUFFEURS

Required, male for operations / fleet dispatch / chauffeurs with good communication skills, active body language & knowledge about car rental business for luxury car rental company

Only candidates who fit the profile and meet the requirements, please send your CVs (with photo), cover letter and salary expectations to sales@premierdubai.com with the job title in the email subject box.

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GRAPHIC DESIGNER

This is a career role where you can take control of the creative aspects for a growing agency.

Profile

- Excellent English communication skills
- Be committed & professional with a strong commercial flair
- Strong Adobe product experience, use of flash, video/audio editing & photography
- Portfolio of diverse experience, including Branding, ATL, BTL, TTL, and POS
- Designs and layouts for print materials, advertisements, illustrations, packaging, event collaterals, exhibitions & podiums in 3D.
- Work closely with the production team to foster innovative solutions & strategies
- Supported by the operations team to drive & delegate creativity briefs, copywriting, typesetting & research.
- Keep abreast of current trends in the same.

Package: AED. 8000 – 8500/- + Tecom sponsorship + medical insurance + annual entitlements.

Only candidates who fit the profile and meet the requirements, please send your CVs (with photo), cover letter and salary expectations to Lauriana Monteiro at lauriana.monteiro@beyonddtl.com with the job title in the email subject box.

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DRIVER

With a light duty driving license, emphasises on efficiency and tidiness.

Vehicle will be provided.

Package: AED. 2800/- per month + tecom sponsorship + medical insurance

Only candidates who fit the profile and meet the requirements, please send your CVs (with photo), cover letter and salary expectations to Lauriana Monteiro at

lauriana.monteiro@beyondtl.com

with the job title in the email subject box.

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SALES EXECUTIVE (FEMALE)

Smart, aggressive candidate with strong communication skills.

Self-motivated and target driven.

Should have relative experience in Advertising, 2-3 years minimum.

The successful candidate will be responsible for advertising sales inclusive of print, online and sponsorship, trade exhibitions, ideally from the BTL sector, experience of working within a business environment with in-depth understanding to cross-media promotion opportunities, comfortable selling face-to-face and possess great presentation manner. The role will also comprise of cold calling new clients in order to prospect for new business, and up-selling into the existing client database.

Only candidates who fit the profile and meet the requirements, please send your CVs (with photo), cover letter and salary expectations to Lauriana Monteiro at

lauriana.monteiro@beyondtl.com

with the job title in the email subject box.

COST ACCOUNTANT

SPECIFIC JOB RESPONSIBILITIES:

1. Accounting □ Assists in putting together a monthly P&L for the unit. □ Reviews Cost Centers and ensures correct booking of costs. □ Assists in finalizing the monthly financial statements for submission in the reporting tool -HFM □ Develops process for correct recording and effective monitoring of key balance sheet items like Inventory and Payables.

2. Costing □ Implements the adopted method of costing. □ Ensures correct recording and booking of costs in the accounting systems. □ Ensures correct material costs are reflected in the system for all relevant transaction. □ Develops robust method of calculating and reporting defined transfer prices between the Hub and various Subs. □ Develops inventory valuation method and suitable mechanism to monitor and track any variation between physical and books inventory. □ Monitors and updates, on a daily basis, costs of finished products in the system

3. Financial Accounting □ Assists in putting together monthly expected for the unit. □ Works closely with the Operations Manager to determine financial impacts of operational processes and to align the periodic financial plan with the periodic operational plan. □ Develops and monitors various reports to track performance of the unit.

QUALIFICATIONS/EXPERIENCE: □ Bachelor's degree in Commerce/ Accounting or CA Inter/CA. □ Three to Five years of experience in similar profile

Those interested please send resumes to: UAE.Recruitment@Emerson.Com

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GLOBAL MANUFACTURING SOFTWARE (GMS) ENGINEER

SPECIFIC JOB RESPONSIBILITIES: □ Support Global Manufacturing software program □ Provide software support for Lean improvement process □ Lead and execute software project to improve manufacturing lead time □ Provide technical support for production test station □ Other duties include SQL database setup and server administration. □ Setup and support for Networking. □ All other IT support task for DMMC & SARO Operation. □ Perform any other tasks as and when assigned.

QUALIFICATIONS/EXPERIENCE:

Software Skills: □ Visual Basic (Version 6) □ Object oriented programming skills □ SQL 2000 / 2005 DBA (database admin) □ Database knowledge □ Network knowledge (optimum Admin experiance) □ Familiar with source code management tool like ClearQuest, ClearCase and Microsoft Team Foundation System □ Crystal Reports □ Web Application & ASP □ Excel (or MS Office) □ JDE Enetrprise Knowledge □ Knowledge on JDE programming will be added advantage.

Hardware Skills: □ Base knowledge PCs / Servers / Printers □ Handheld Barcode Scanners □ Good communication and presentation skills for interaction with customers & suppliers. □ Good in documentation and writing. □ At least 3 years solid experience in software development and Implementation

Those interested please send resumes to: UAE.Recruitment@Emerson.Com