

HR Business Partner
 Al Babtain Group
 Kuwait

You will be responsible for providing day-to-day performance management guidance to line management (coaching, counseling, career development, disciplinary actions), and managing the flow of HR transactions, as well as, monitoring process effectiveness.

Apply Now [JB3558436](#)

Executive Secretary
 Optical Supplies Co.
 Kuwait

You will be responsible for reading and analyzing incoming memos, submissions, and reports in order to determine their significance and plan their distribution, as well as, opening, sorting, and distributing incoming correspondence, including faxes and email.

Apply Now [JB3558902](#)

Lawyer
 SOS HR Solutions
 Kuwait

You will be responsible for reviewing all contracts and agreements from a legal standpoint and making suggestions to modify the same, as well as, handling of all legal disputes and matters concerning all parties - government, regulatory authorities, statutory bodies, clients, operators, etc.

Apply Now [JB1828887](#)

Global Liquidity & Cash Management Manager
 HSBC - Kuwait

You will be responsible for providing regional and domestic client service, managing and growing the cash management relationships, ensuring client satisfaction and acting as primary contact of Global Liquidity and Cash Management to customers.

Apply Now [JB50130748](#)

Head of Marketing
 Mindfield Resources
 Kuwait

You will be responsible for leading the brand development and brand building activity for the GCC region, ensuring the development of the right strategy mix for the different markets / executional excellence and the ability to work across diverse markets and in a matrix structure.

Apply Now [JB3559638](#)

Data Architecture and Integration
 Afaq United - Kuwait

You will be responsible for understanding the business requirements, business processes, and system functionality to develop the data design and flow, creating logical and physical data models using best practices to ensure high data quality and ease of use.

Apply Now [JB3558351](#)

HVAC BIM Team Leader Engineer - Ahlia Air Conditioning - Kuwait

You will be responsible for preparing HVAC LOD 300 & LOD 400 BIM models using Autodesk Revit, preparing 4D and 5D details, clash detection, clash analysis using Navisworks, creating as Built LOD 500 BIM Models, and coordinating HVAC Systems with other Disciplines.

Apply Now [JB3559548](#)

Chief Marketing Officer
 Mackenzie Jones
 Kuwait

You will be responsible for planning, directing and leading an effective Marketing function at the group level, as well as, ensuring to provide the organization with the needed marketing thrust and market competitive advantages in order to support corporate strategic and growth plans.

Apply Now [JB3557449](#)

ERP Developers
 Neproplast
 KSA

You will be responsible for developing Oracle ERP system including reports & forms, customization, workflow, interface development, supporting and developing PL/SQL packages and procedures, analyzing User Requirements and translating into database requirements.

Apply Now [JB3559703](#)

Business Architect
 ELM
 KSA

You will be responsible for monitoring the financial performance of the Business Architecture Unit against budgets so that areas of unsatisfactory performance are identified and rectified promptly and potential performance improvement opportunities are capitalized upon.

Apply Now [JB3559743](#)

Key Account Manager - Food Service
 Michael Page - KSA

You will be responsible for developing JBP's with the clients to build a strong basis for growth on a short term and a long term perspective, looking for new business opportunities, as well as, managing the forecast, quotations, contracts and targets for the accounts.

Apply Now [JB3559691](#)

Corporate Sales Officer
 Al Kifah Holding
 KSA

You will be responsible for assessing sales activities include the determination of the path of the sales team and receiving reports on the sales and making the right decision for the advancement of performance and the level of development.

Apply Now [JB3559669](#)

Guest Coordinator
 Middle East Broadcasting Networks, Inc. (MBN) - UAE

You will be responsible for providing pertinent guest information to respective departments to ensure a seamless guest experience, ensuring the guest arrival on the set and serving as a show ambassador during the guests stay at the station.

Apply Now [JB3559819](#)

Accounts/ Admin
 Think Fish LLC
 UAE

You will be responsible for verifying the accuracy of invoices, purchases, receipts and other accounting documents or records, entering all data into computer system, processing and ensuring the integrity of inventory.

Apply Now [JB3559539](#)

Recruitment Consultant
 Advanced International Employment Services - UAE

You will be responsible for attracting candidates and matching them to temporary or permanent positions with client companies, working with client companies, as well as, building relationships in order to gain a better understanding of their recruitment needs and requirements.

Apply Now [JB3559795](#)

MEP Projects Manager
 Wafa Electromechanical Cont. Co. LLC - UAE

You will be responsible for preparing and presenting plans for high profile projects, managing and directing consultants and support services to meet required schedules and objectives, as well as, maintaining and managing budgets and financial expenditures associated with the MEP elements of the project.

Apply Now [JB3559415](#)

Design Director
 ATA-GSS
 Qatar

You will be responsible for reviewing of design documentation, produced internally and externally, management of external consultants, as well as, leading and managing the site based architectural review team peer reviewing the D&B contractor's architectural submittals.

Apply Now [JB3559768](#)

Customer Service Coordinator
 MCL
 Qatar

You will be responsible for dealing with customers on daily basis (B2B), resolving their complaints, supporting their operation, building relationship with customers, as well as, visiting customers and reporting back any concerns raised.

Apply Now [JB3559303](#)

Proposal Engineer
 Arab Engineering Bureau
 Qatar

You will be responsible for preparing a fully compliant technical & commercial Tender/Proposal ensuring adherence to company policy and submitting to the management for review and sign off, and ensuring to meet the deadlines of all the Consultancy tenders/proposals.

Apply Now [JB2993962](#)

Direct Sales Agents
 Al Alee Group WLL
 Qatar

You will be responsible for resolving customer complaints within their scope and preparing reports and recommendations to the management, focusing approach towards sales target accomplishments and submission of regular activity reports.

Apply Now [JB3558356](#)