

Customer Service Supervisor
 Dar Al-Shifa Hospital
 Kuwait

You will be responsible for supervising the patient appointment for all clinics services in accordance with the established clinic policy and procedures, as well as, checking the clinic assignments and the completion of preliminary paperwork for patients entering the hospital.

Apply Now [JB3480412](#)

Brand Manager
 Trafalgar
 Kuwait

You will be responsible for the entire brand and as such requiring a great deal of initiative and the ability to work within tight deadlines, developing and delivering an annual operating plan, purchasing and sales forecasting, budget planning and implementation, inventory management, monitoring competition, as well as, product launches and promotions.

Apply Now [JB3480129](#)

Senior Market Research Associate - Alghanim Industries - Kuwait

You will be responsible for communicating with internal clients to understand and document the business objectives, recommending the most appropriate research methodology and techniques, as well as, designing qualitative and quantitative research plans for products in all stages of the Product Life Cycle or the Customer Journey.

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Executive Sales / Sales Manager - Afaq Future Real Estate - Kuwait

You will be responsible for identification, qualification, pursuit and capturing all sales opportunities with the objective of maximizing sales, meeting and greeting visitors and setting up appointments with the basis of converting meetings into sales, actively engaging in New Product Initiatives and relating this to sales, preparing for meetings, and writing minutes of meetings.

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Call Center Representative
 Gulf Contact Center
 Kuwait

You will be responsible for effectively manipulating customer issues, complaints and inquiries keeping customer satisfaction at the core of every decision and behavior, dealing with customers via telephone, internet, e-mail and instant messaging, as well as, working in telephone call centers or multimedia contact centers.

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Planning Manager
 Randstad Middle East
 Kuwait

You will be responsible for drawing up a detailed plan and monitoring the activities based on contract / client requirement, understanding client requirement/ priorities, as well as, preparing the macro & micro schedule (weekly & daily) of the activities to be performed considering present condition.

Apply Now [JB3479391](#)

Documentation Controller - National only Kirby - Kuwait

You will be responsible for preparing Commercial Invoice in Arabic (typing in MS-Word and Excel), preparing Certificate of Origin in Arabic, generating Packing List in SAP, visiting Kuwait Chamber & Ministry and Kuwait - KSA borders when required and coordinating with our agent for resolving border issues.

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Digital Content Specialist E-commerce Kuwait

You will be responsible for managing digital content development, digital asset catalogs and deployment for all aspects of eCommerce partner sites, inclusive of item level detail, enhanced item pages, brand pages, category pages etc., as well as, serving as the liaison between sales/retailers and Brand Marketing to align product content updates.

Apply Now [JB3479106](#)

Financial Analyst - Saudi Female
 Al Khorayef Group - KSA

You will be responsible for directing the development and overseeing the implementation of Finance's policies, systems, processes, procedures and controls so that all relevant procedural/ legislative requirements are fulfilled while delivering high quality and cost-effective results.

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General Manager Assistant ABCO KSA

You will be responsible for developing, implementing, and maintaining filing archiving system, reading and routing incoming mail, answering and screening G.M telephone calls, and arranging conference calls, as well as, scheduling and organizing meetings involving top management.

Apply Now [JB3476424](#)

Female Technical Support Engineer Hilti Saudi Arabia - KSA

You will be responsible for attaining specifications and approvals through submittals, design proposals, and seminars, on-site seminars, training, conveying technical knowledge to sales team, as well as, supporting sales team in consulting customers with regards to design solutions, bill of materials, estimations and submittals.

Apply Now [JB3479068](#)

Secretary Ahaji Media Services KSA

You will be responsible for answering telephones and giving information to callers, taking messages, or transferring calls to appropriate individuals, arranging conferences, meetings, composing, typing, and distributing meeting notes, routine correspondence, and reports, as well as, locating and attaching appropriate files to incoming correspondence requiring replies.

Apply Now [JB34792997](#)

Adobe Multi Solution Architect - Cognizant Technology Solutions - UAE

You will be responsible for handling large systems, its interconnections, typical IT challenges in the enterprise and the capability to influence, as well as, defending and developing modernized web architecture solutions and omn-channel technologies.

Apply Now [JB3479545](#)

Head of Governance (Internal Audit) Robert Walters - UAE

You will be responsible for establishing the governance, compliance & risk (GCR) framework with guidelines, and continuously monitoring and ensuring organizational wide implementation, developing, initiating, maintaining, and reviewing on a periodic basis, policies & procedures for operation of GCR programs and associated activities.

Apply Now [JB3479540](#)

Senior Manager Consulting, Oil & Gas - Cognizant Technology Solutions - UAE

You will be responsible for budget planning & forecasting, Digital Oil Field, Hydrocarbon accounting, petro technical services on the upstream side and supply, trading, refining & distribution/retail operations on the downstream side, as well as, working in an onsite-offshore operating model in an outsourced service environment.

Apply Now [JB3479522](#)

Section Engineer Arabian Construction Company (ACC) - UAE

You will be responsible for supervising of site preparation during mobilization period in accordance with mobilization programme, reviewing requirements of the specification and relevant standards and ensuring understandings and compliance of work done with the specified requirements of the specification and drawings.

Apply Now [JB3479521](#)

Infrastructure Facility Manager SNC LAVALIN O&M - Qatar

You will be responsible for preparing security plans, tenant handbooks and operations plans, preparing monthly and weekly reporting to client and residents of community, adhering with all SNC and the client HSE policies and procedures, coordinating and supporting residents' events, as well as, monitoring contractor's performance, budget, quality control and key performance indicators.

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Senior Mechanical Engineer EGIS Qatar

You will be responsible for developing mechanical specifications, design basis, scope of work, etc. and participating in design reviews, risk assessments, and vendor bid evaluations, as well as, participating in construction support activities including responses to requests for information (RFIs), submittal reviews, construction site visits, and design revisions/management of change.

Apply Now [JB3480410](#)

Operation Executive Amco Group Qatar

You will be responsible for routing order follow ups, monitoring of pick up, status of order, movement of shipment, arrival, clearance, delivery, constantly be in touch with the customers and their broker to provide regular and timely updates, as well as, handling of shipments as per the customers/ general SOP (pre-arrival & post arrival).

Apply Now [JB3479274](#)

Hygiene Officer - Central Kitchen UCC Sister Co. - Qatar

You will be responsible for facilitating the monitoring of temperatures, consistencies, counts, weights, compliance with food quality control and sanitation standards and coordinating with the chefs and the heads for the correct procedures and timings, as well as, monitoring all food production and service areas to ensure compliance with established policies and procedures of the company and law regulations.

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