

Assistant Manager (Strategy Planning) - Commercial Bank of Kuwait - Kuwait

You will be responsible for assisting in the development, implementation and monitoring of the bank's long, medium and short-term strategic plan; providing professional input to the bank's strategy planning process, optimizing and improving the monitoring framework, etc.

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IT Assistant Manager Industrial and Commercial Bank of China - Kuwait

You will be responsible for providing assistance in the use of personal computer hardware, software and specialized mainframe technology, operating a multi-platform computer environment, monitoring the production scheduling, execution and successful completion of production jobs; setting up and configuring desktop computers, peripherals and accounts, assigning security level, etc.

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Marketing Manager PROCAPITA Management Consulting - Kuwait

You will be responsible for planning, developing and implementing all of the organization's marketing strategies, marketing communications and public relations activities, both external and internal. You will also be responsible for overseeing development and implementation of support materials and services for chapters in the area of marketing, communications, etc.

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Clients Account Manager CircusBC Kuwait

You will be responsible for supervising account representatives to ensure customer needs are met, creating new business by identifying profitable opportunities, achieving goals and maintaining a great customer experience, increasing sales and building successful long-term client relationships, etc.

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Sales Manager BWP Kuwait

You will be responsible for managing the sales, project of Fire Fighting and Security equipment across the country, developing and maintaining relationships with the clients and distributors in order to establish and increase brand awareness, maintaining close relationships with developers / consultants, specifiers and end users, recommending new clients who could benefit from our products, etc.

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BMS Engineer Easa Husain Al Yousifi & Sons Co. - Kuwait

You will be responsible for controlling loop programming, supporting high-level integrations, handling any BMS project and be able to make a customized application, handling the electrical work of HVAC equipment, etc.

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Project Control Engineer Gulf Group Co. Kuwait

You will be responsible and accountable for achieving projects and planned revenues in cooperation with the project managers, reviewing all the current projects costing and planning and recommending corrective actions, reviewing all future projects costing and making sure it will yield the planned profit, etc.

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Information Security Engineer Bridge Systems Kuwait

You will be responsible for focusing on positioning the technologies, handling POCs, seizing requirements, implementation and support, security and / or technology engineering, POCs and support experience. You need to have demonstrated experience and expertise in one or more of the following areas: web security, intrusion detection, firewalls, etc.

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Planning Engineer - MEP El Self Engineering and Contracting Co. Ltd. - KSA

You will be responsible for the provision of timely and accurate support to the Tendering Department concerning the preparation of construction schedules, manpower histograms and other components of the technical package for bidding purposes, etc.

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Executive Secretary Al-Gihaz Holding KSA

You will be responsible for preparing correspondence, reports and resources for publication and presentations; setting up and planning itinerary for travel, visa processing, accommodation and other arrangements for company visitors, maintaining the President's calendar, daily schedule for Top Management and liaising with Department Managers, etc.

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Accountant Contracting & Construction Enterprises (CCE) - KSA

You will be responsible for providing financial information to the Management by researching and analyzing accounting data; preparing reports, examining and analyzing accounting records, financial statements and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards etc.

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HR Manager Al Bawardi Group KSA

You will be responsible for developing and administering various human resource plans and procedures for all company personnel; planning, organizing and controlling all activities of the department, participating in developing department goals, objectives, etc.

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Document Controller Black Pearl Consult UAE

You will be responsible for controlling the documents and data control activities / movements by establishing, implementing, maintaining and updating procedures with strict adherence to the company's and client's requirements.

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Receptionist / Secretary /Admin Assistant - SmartWorld Computer Trading LLC - UAE

You will be responsible for assisting the HR Manager with regards to administrative activities of the company, managing the company website, social media sites (LinkedIn, Facebook, Twitter) and managing print / online advertising campaigns.

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Immigration Manager (MENA) Berry Appleman & Leiden UAE

You will be responsible for managing the team for executing case work for the MENA region in addition to being an account manager for clients based in their respective regions, providing case advice & strategies and making judgment calls and decisions, etc.

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Finance Executive The Business Year UAE

You will be responsible for charging expenses to accounts and cost centers by analyzing invoices / expense reports; recording entries, maintaining an up-to-date billing system, generating and sending out invoices; following up on, collecting and allocating payments, etc.

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Sales / Estimation Officer Amiantit Qatar Pipes Co. Ltd. Qatar

You will be responsible for preparing a tracking sheet to trace inquiries, organizing and coordinating all company events related to the Sales Department (exhibitions, presentations, etc.), handling and updating the Sales Manager when he is on a business trip, etc.

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Senior Financial Analyst MILAHA Qatar

You will be responsible for providing research support with analysis of listed equity, sectors and markets. You will also be responsible for directing investment opportunities across an array of investment types, strategies and sectors.

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Procurement & Logistics Manager - Thyssenkrupp Industries & Services - Qatar

You will be responsible for purchasing goods / services for the company and manage their logistics and shipping / freight needs, ensuring the company obtains quality products at competitive prices in a timely fashion and overseeing a team of purchasing agents.

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Communications Specialist University of Calgary in Qatar Qatar

You will be responsible for reporting to the Director - Marketing and Communications. You will be a key point of contact between the University of Calgary in Qatar (UCQ) and the community, the media and key stakeholders.

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