

**Head Of Buying, Merchandise Planning & Control**  
Union Trading Company- Kuwait

You will be responsible to maximize business profitability through the optimization of sales, product mix and margins in Retail and Wholesale Divisions, lead and develop a team of Merchants capable of delivering business targets in both short and long term.

Apply Now [JB3811156](#)

**Receptionist**  
Sidra Hospital  
Kuwait

You will be responsible to provide reception/assistance to all callers/visitors, provide office and clerical support to all Department staff, and arrange courier and co-ordinate meetings, answering phone lines, incoming and outgoing mail take dictation in shorthand, types reports, memorandums, and other types of correspondence and distribute them as advised.

Apply Now [JB3708074](#)

**Area Manager**  
Aldhaihya Restaurant Company  
Kuwait

You will be responsible to overseeing performance appraisals ,and motivation of all restaurant employees, identifying and improving operational opportunities for Store Managers and supervisors through continuous in-store training activities, conducting management team meetings, crew opinion surveys & communication sessions.

Apply Now [JB3811054](#)

**Supply Planner**  
Abyat  
Kuwait

You will be responsible to implement and maintain Inventory and Material Management Strategies for all SKUs by regular review and optimization of inventory parameters and levels, maintain strong working relationships and communications with key suppliers to confirm production/shipping schedules and monitor open purchase orders for all orders to ensure on-time deliveries.

Apply Now [JB3809946](#)

**Senior Accountant**  
Khaleda Capital Company  
Kuwait

You will be responsible for preparation of monthly bank reconciliation statements, handling payroll, leave balance and indemnity calculation, preparation of Monthly Financials including Income Statement, Balance Sheet, Balance Sheet Cash Flow Statement, and assisting the Company Auditors during Final Audit.

Apply Now [JB3810682](#)

**Senior information Security Engineer**  
Burgan Bank - Kuwait

You will be responsible to respond promptly and in a friendly manner to user requests related to access control as per the set time frame. Periodically reviews such access and associates privileges on various systems, monitors the IT Infrastructure, policy violations, and security applications for security events.

Apply Now [JB3809978](#)

**Sales**  
Global Freight Systems CO.W.L.L  
Kuwait

You will be responsible to actively identify, develop and secure new clients, markets and opportunities across full range of company's activities, enlarge customer base and maximize sales revenues, candidate can be from any sector of Service Industry and should be extremely presentable in appearance.

Apply Now [JB3810540](#)

**Senior Administrative Assistant**  
The Sultan Center  
Kuwait

You will be responsible for analyzing data and processing orders on Store Ordering System, managing purchase orders accurately and efficiently, coordinating with suppliers & stores, with regards to Deliveries, managing and maintaining good relationships with Stores & Vendors, preparing regular reports for Availability, Supplier Service Level, Stock Cover, Aging Stock etc.

Apply Now [JB3810314](#)

**Financial Analyst**  
Naqel Express  
KSA

You will be responsible to guide financial decisions by establishing, monitoring, and enforcing policies and procedures, protect assets by establishing, monitoring, and enforcing internal controls, monitor Foreign Exchange transactions, monitor and confirm financial condition by conducting audits; providing information to external auditors.

Apply Now [JB3811095](#)

**Service Coordinator**  
Dorma+Kaba  
KSA

You will be responsible to support the service team and to responds to routine and emergency maintenance and repair service requests; prioritizes and coordinates work orders; assigns work to service technicians; serves as liaison with customers; inspects completed work and resolves complaints.

Apply Now [JB3749294](#)

**Logistics & Security Director**  
ATKINS  
KSA

You will be responsible to orderly, safe and efficiently movement of labor, plant, and materials around site. Planning the location of haul roads, laydown, external access and offloading zones to minimize obstruction and impacts to programme.

Apply Now [JB3810886](#)

**Sales Supervisor - Telecom**  
COMMit DMCC  
KSA

You will be responsible for conducting Weekly meeting with the team to discussing the daily visits, sales achievements, Account managements, check Mobily products knowledge & Competitor's offers, push the team to continuous following up with existing customers for up selling, make sure the team aware about new products & update.

Apply Now [JB3811250](#)

**Senior Urban Designer**  
Menasa And Partners  
UAE

You will be responsible for ensuring technical excellence and promoting design innovation across multiple Urban Design projects simultaneously, managing projects from concept through to completion and for ensuring that they are delivered on time, within budget and to the highest of international standards.

Apply Now [JB3811143](#)

**Marketing Manager**  
Newcom Computer Systems LLC.  
UAE

You will be responsible for preparation & placement of the planned automated stock orders (SOR), where before finalizing a copy should be sent to the sales Managers for comments, amendment and or suggestion and to be finally approved by the Division Manager before PO placement.

Apply Now [JB3810837](#)

**Secretary & Office Administration - Secretary & Office Administration - UAE**

You will be responsible to manage and administer Expression of interest , file all tender documentation and facilitate online tenders, managing and updating Company Registrations, provide administrative support, maintain calendars; schedules and write or draft correspondence, reports, documents and/or other written materials

Apply Now [JB3810381](#)

**Sales / Marketing**  
Nakashi General Trading LLCUAE

You will be responsible to approach prospects (contractors, consultants, developers, facility management, etc), understand requirement and present products accordingly, prequalify and register company, consistently follow up on enquiries, and attain orders.

Apply Now [JB3700481](#)

**Chief Accountant**  
Construction Development Contracting & Trading - Qatar

You will be responsible to perform financial analysis and reporting to management as needed, perform month end accounting activities such as reconciliations & journal entries, coordinate with finance team to complete assigned accounting tasks within deadlines, evaluate computerized accounting systems and provide recommendations to IT team for performance improvements.

Apply Now [JB3811135](#)

**Poultry Processing Plant Manager**  
Poultry Farm Doha  
Qatar

You will be responsible to manage slaughterhouse operations at a fully-automated processing facility, implement and control the production schedule, review and adjust the schedule where needed, determine the human resources required, determine the material resources required.

Apply Now [JB3810962](#)

**HR Manager**  
Arab Engineering Bureau  
Qatar

You will be responsible to maintain the work structure by updating job requirements and job descriptions for all positions, maintain organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.

Apply Now [JB3810754](#)

**Real Estate Agent**  
CENTURY 21 Qatar  
Qatar

You will be responsible to facilitate the leasing and sale of property for clients. Facilitate the leasing requirements of clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale/leasing, and draw up real estate contracts, includes agents who represent buyer.

Apply Now [JB3810559](#)