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CREATING SUCCESS IS OUR BUSINESS

SENIOR APPOINTMENTS

FINANCE MANAGER - Dhs 40,000/-

Our client, a large local group requires a Chartered Accountant for the position of Finance Manager with ten years experience. Must have experience working in a contracting company in UAE for seven years and should be a team player with a strong personality. Must be experienced in strategic planning, giving productive inputs on tendering, reviewing and managing legal documents, project cost calculations, budgeting, business follow ups, performance management and monitoring the productivity and efficiency of each department, forecasting, forward deals etc. Must have a thorough understanding of the business acumen and knowledge of ERP solutions. Register/apply online at www.nadia-me.com or

email seniorappointments@nadia-me.ae (Ref 4326/AU/20)

SERVICE MANAGER - FACILITIES MANAGEMENT - Dhs 30,000/- negotiation

Our client, a major supplier to the construction industry requires an individual to manage an after sales service department. Must have an engineering qualification and have proven experience within the construction industry preferably with either elevators or MEP products. Supervising an engineering team of eight, will be responsible for all aspects of installation and after sales service, therefore be comfortable with all aspects of planning and support in a construction environment. Register/apply online at www.nadia-me.com or email seniorappointments@nadia-me.ae (Ref 9405/DX/28)

CONSTRUCTION & ENGINEERING

SENIOR SITE ENGINEER - Dhs 25,000/-

Our client, a multinational architectural consultancy requires an Arabic speaking Senior Site Engineer with five years experience in commercial and hospitality interior finishing works and also in supervising, coordinating the site activities. Should have a degree in architecture. Register/apply online at www.nadia-me.com (Ref 4132/AU/24)

HEAD OF THE DEPARTMENT - AGRICULTURAL ENGINEER - Dhs 20,000/-
Our client, a local company based in AI In requires an Agricultural Engineer with experience in landscaping and plant protection especially in vegetables and fruits in the role of Head of the Department. Should have a degree in Agricultural Engineering with eight years experience in the UAE. Must have a leadership quality with ability to manage a team. Register/apply online at www.nadia-me.com (Ref 4388/AU/28)

STRUCTURAL ENGINEER - PRECAST CONCRETE - Dhs 18,000/-
Our client, a Precast Concrete company requires a Structural Engineer to be based in Kuwait. Will be responsible for designing and detailing precast concrete structures of various types and be capable of leading a team of Draftsmen in making shop drawings. Should have a degree in Civil Engineering with experience in Precast Concrete Structural designing. Experience in the design of RC and steel structures. Register/apply online at www.nadia-me.com (Ref 9284/DX/20)

REGIONAL SALES MANAGER (AUTOMOBILES) - Dhs 32,000/-
Our client, a leading multinational automobile manufacturing company requires a Regional Sales Manager with five years experience in the Automobile industry. Will be responsible for establishing sales targets with dealers and maintaining relationships, facilitation of reaching profit, sales targets, measurement of sales activities, thorough market knowledge, allocation of annual sales support budget, verifications of claim-conditions etc. Excellent English and Arabic communication skills required. Register/apply online at www.nadia-me.com or email salesmarketing@nadia-me.ae (Ref 9353/DX/24)

SALES MANAGER - Dhs 18,000/-
Our client, a large trading business requires a dynamic and highly motivated Sales Manager with three years experience in business development and sales / marketing activities, good negotiation skills, team management, sales target oriented with established contact with Supermarkets across the UAE. A degree with excellent Arabic and English communication skills and a valid UAE driving license is a must. Register/apply online at www.nadia-me.com (Ref 4392/AU/27)

ASSISTANT SALES MANAGER (FILTRATION SYSTEMS) - Dhs 18,000/-
Our client, an engineering company requires an Assistant Manager with five years experience in technical sales of different filtration systems, for their Dubai operations. Must have experience in maintaining or trouble shooting of automatic filters, centrifuges, individually capable of trouble shooting all types of PLC based electrical or electronic control systems fitted on these filters. Should have knowledge of Oil and Gas, injection water treatment, brine filtration, fuel gas treatment, H2S treatment, Animal plant processes etc. Must be a graduate in Mechanical or Chemical Engineering with the ability to make presentations to engineers and Technical Managers. Register/apply online at www.nadia-me.com (Ref 9368/DX/20)

SALES EXECUTIVE - Dhs 15,000/-
Our client, a brand of water treatment equipment requires a Sales Executive to be based in Musahaf. Will be responsible for implementing policies and procedures, communicating with customers on contract issues, liaise regularly with other departments in order to understand the ongoing business activities, ensure the effective implementation of plans and prepare all necessary reports. Should be a graduate with three years experience. Excellent communication, computer skills and a valid UAE driving license will be an added advantage. Register/apply online at www.nadia-me.com (Ref 4362/AU/24)

MARKETING ASSISTANT - Dhs 7,000/-
Our client, a marketing and promotion company requires a Marketing Assistant for their Abu Dhabi operations. Will be responsible for designing, implementation and facilitation of annual marketing plan for the firm, to take care of the Art work, build new relationships with different stakeholders, new banners for the company, Support and facilitate development, implementation of section business/marketing plans. Plan and administer the firms Marketing Operations budget and support development of regional marketing budgets. Should be a graduate with two years experience in a similar role. Register/apply online at www.nadia-me.com (Ref 4384/AU/20)

SALES SUPERVISOR - Dhs 6,000/-
Our client, a building materials company requires a Sales Supervisor to be based in Sharjah. Will be responsible for planning, supervising and executing the sales activities with a sales team under his leadership. Excellent English and Arabic communication skills and a valid UAE Driving License is a must. Register/apply online at www.nadia-me.com (Ref 2389/SH/17)

SALES EXECUTIVE - Dhs 5,000/-
Our client, a marketing and promotion company requires a Sales Executive with two years experience for their Abu Dhabi operations. Should have a dynamic personality and excellent communication skills. Register/apply online at www.nadia-me.com (Ref 4371/AU/17)

A/V PROJECT SALES EXECUTIVE - Dhs 6,000/-
Our client, an Audio Visual Solution provider requires a Sales Executive with two years experience in sales of corporate Audio Visual Solutions. Should have excellent communication and presentation skills. A valid UAE driving license is an added advantage. Register/apply online at www.nadia-me.com (Ref 2390/SH/21)

SALES LADY - Dhs 5,000/-
Our client, a large company of retail outlets dealing in very expensive and high end products requires Arabic speaking Sales ladies for their show rooms in Dubai, Abu Dhabi and AI Ain. Should be very presentable with excellent English communication skills. Register/apply online at www.nadia-me.com (Ref 9386/DX/21)

PURCHASE ENGINEER - Dhs 9,000/-
Our client, a cement manufacturing company requires a Purchase Engineer to be based in Ras Al Khaimah. Should have a degree in Mechanical Engineering with three years experience. Will be responsible to develop and update written purchasing policies and procedures, keep records of spare parts suppliers, monitor and follow up all requisitions and liaise with the suppliers for the procurement of all material, supplies and equipment. Register/apply online at www.nadia-me.com (Ref 2392/SH/22)

JUNIOR SITE ENGINEER - Dhs 15,000/-
Our client, an Architectural Consultancy requires a Junior Site Engineer for their Dubai operations. Will be responsible for supervising construction work, liaising with clients and coordinating with Architects, Engineers etc. A diploma in Architecture with three years experience, excellent English and Arabic communication skills is a must. Register/apply online at www.nadia-me.com (Ref 9312/DX/21)

PROJECT ENGINEER - Dhs 12,000/-
Our client, a well reputed Manufacturing and Investment company requires a Project Engineer to be based in Sharjah. Should have a degree in Civil Engineering with three years experience in Construction field in the UAE. Will be responsible to examine the concept design, Tender Specification and Documentation, Monitor, report progress of the project, Approve construction/interior design, drawings, Monitor project installation, Commissioning, Handover of the Project etc. A valid UAE Driving License is a must. Register/apply online at www.nadia-me.com (Ref 4392/AU/27)

A/V PROJECT ENGINEER - Dhs 12,000/-
Our client, an Audio Visual Solution provider requires a Project Engineer with two years experience in implementing Audio Video solutions for Conference rooms, corporate meetings, shopping malls, hotels preferably in the UAE/GCC markets. Should be capable of implementations, configuration and project management. Knowledge in Crestron programming is a must. Should have knowledge in Audio and Video conferencing solutions with devices like Crestron, Extron, AMX, Tandberg, Polycom etc. Must be capable of doing site survey, design, technical calculations, feasibility study for each project. A valid UAE Driving License will be a distinct. Register/apply online at www.nadia-me.com (Ref 2391/SH/20)

FINANCE MANAGER - Dhs 35,000/-
Our client, a cement manufacturing company requires a Finance Manager to be based in Ras Al Khaimah. Should have a degree in Mechanical Engineering with three years experience. Will be responsible to develop and update written purchasing policies and procedures, keep records of spare parts suppliers, monitor and follow up all requisitions and liaise with the suppliers for the procurement of all material, supplies and equipment. Register/apply online at www.nadia-me.com (Ref 2392/SH/22)

SENIOR CONSULTANT-PROJECT LEADER - Dhs 40,000/-
Our client, an international consulting leader who are well reputed within the GCC and EU, as a provider of innovative solutions to IT solutions and market leaders. They have recently been awarded a number of major contracts and this plus ongoing commitments has resulted in the following opportunities.

SENIOR CONSULTANT-PROJECT LEADER - Dhs 40,000/-
Candidates will be computer science graduates with seven years prior consulting experience of which at least 2 will have been in the Middle East. Will be able to demonstrate the ability to contribute to a full consultancy cycle from pitch, proposal, presentation and delivery. It is essential for this role that you should have a team leader and a technical skills which include ITIL, CMMI, COBIT and you will be qualified in PMP or IMPA. Additionally you will have had experience in providing solutions in either IT strategy, governance or architecture. Register/apply online at www.nadia-me.com or email recruitment@nadia-me.ae (Ref 9262/DX/23)

FINANCE & BANKING

FINANCE MANAGER - Dhs 35,000/-
Our client, a holding company, providing services to the construction industry requires a Chartered Accountant for the position of Finance Manager with five years experience in the UAE. Must be experienced in strategic planning, Treasury management, reviewing, managing legal documents, forecasting and internal audits. Register/apply online at www.nadia-me.com or email banking@nadia-me.ae (Ref 4398/AU/27)

TELECOMMUNICATIONS CLERK - Dhs 4,000/-
Our client, a well reputed bank based in DIFC is in search of an experienced and dynamic Trade Finance Clerk. Will be responsible for all aspect of trade related documentation such as documentary credits, advising, amending, checking and issuing of LCs, Bill of Exchange, Bill of Lading, Bank transfer and other related documents of the SWIFT System. Must have a relevant experience in a similar role and a degree with excellent communication skills and a confident personality. Register/apply online at www.nadia-me.com (Ref 9389/DX/17)

MEDIA

Our client, a global leader in television channel broadcasting is looking to recruit following positions;

SENIOR PROMO PRODUCER - Dhs 18,500/-
Senior Promo Producer with five years experience in writing and producing on air promos. Working knowledge of non linear edit systems in the market, strong writing skills and ability to work under pressure. Must be in the UAE. Must be experienced in developing a strong show reel that demonstrates their ability to cover different genres of television. Fluent in Arabic is a must. Register/apply online at www.nadia-me.com or email recruitment@nadia-me.ae (Ref 9310/DX/23)

CREATIVE TRANSLATOR/VERSIONING MANAGER - Dhs 18,000/-
Versioning Manager or Creative copywriter with five years experience in script reading and translating from English to Arabic and vice versa. Will be responsible for Arabic creative copy writing and be able to communicate effectively at all levels. Experience from electronic media or print media and PR Company will be considered. Register/apply online at www.nadia-me.com or email recruitment@nadia-me.ae (Ref 9312/DX/23)

MARKETING MANAGER - Dhs 15,000/-
Marketing Manager with five years experience in marketing or advertising - account management. Responsibilities include devising marketing plans for the consumer and trade audience. Advertising or Media or PR or Website or Events. Work with international team on channel initiatives, programming and on air teams in devising the channel grid, promo briefing and promotion etc. Excellent English and Arabic speaking would be an advantage. Register/apply online at www.nadia-me.com or email recruitment@nadia-me.ae (Ref 9309/DX/23)

GRAPHIC DESIGNER - Dhs 12,000/-
Graphic Designer with three years experience. Responsibilities include collaborate with a producer to service On Air Promotions and advertising sales requirements. Execute graphic design solutions for On Air Promos and Ad Sales. Ability to conceptualize and execute effective graphic design solutions. Excellent knowledge of Adobe Photoshop and Adobe Illustrator required. Register/apply online at www.nadia-me.com or email recruitment@nadia-me.ae (Ref 9310/DX/23)

AUTOMOBILES

MARKETING OFFICER - Dhs 16,000/-
Our client, a leading multinational automobile manufacturing company requires a Marketing Officer with three years experience in the Automobile Industry. Responsibilities include but are not limited to gathering information relating to Product marketing task, independent periodic check on competitors, prices, offers, distributing all relevant information to the HQ, dealers on line etc. Should be proficient in word, power point with excellent English communication skills. Register/apply online at www.nadia-me.com (Ref 9362/DX/03)

RECEPTIONIST - Dhs 9,000/-
Our client, a leading multinational automobile manufacturing company requires a Receptionist. Will be responsible for attending calls and filtering them, coordination with the accounts payable, support finance, administration, petty cash etc. Should have excellent English and German communication skills. Register/apply online at www.nadia-me.com (Ref 9361/DX/03)

TELECOMMUNICATION

ACCOUNT MANAGER - IP TRANSIT SALES - Dhs 22,000/-
Our client, a multinational company requires an Account Manager - IP Transit Sales with three years experience in sales of IP services, specialized in sales solutions to ISPs, Carriers, Content providers and Services providers. Should have excellent knowledge of the IP Transit business and established contacts with Internet Service providers across the GCC. Will manage new sales opportunities, identifying new strategic sales opportunities and generating revenues against a six figure annual target. Should be a team player with knowledge of all MS Office applications. Register/apply online at www.nadia-me.com (Ref 9373/DX/21)

PROJECT MANAGER - METAL CLADDING - Dhs 22,000/-
Our client, an international roofing solutions company requires a Project Manager for their metal cladding division with three years experience in the metal cladding industry. Should have a Degree in Architecture with excellent command over CAD, 3D and Microsoft Project Manager. Must be experienced in detail design of multiple projects in metal cladding. Register/apply online at www.nadia-me.com (Ref 9395/DX/22)

MANAGEMENT ACCOUNTANT - Dhs 21,000/-
Our client, an International Events Management company requires a Management Accountant with seven years experience. Must have a CIMA, ACCA or ACA degree, with knowledge of OASAT, good working skills, preferably to Micro and pivot table levels and experience in using Epicor or similar GL system. Will report to the Financial Controller, and be responsible for maintenance of balance sheet and other GL accounts for the Middle East entities, assisting in production of Group Consolidation Returns using Magnituary production of statutory accounts, monthly debtors reports, weekly forward bookings reports etc. Register/apply online at www.nadia-me.com (Ref 9385/DX/15)

DOCTOR - GP - Dhs 18,000/-
Our client, a multinational hospital requires a Doctor-GP for their Abu Dhabi operations. Must be a qualified doctor with five years experience and should have a valid HAAD or MOH license. Register/apply online at www.nadia-me.com (Ref 4376/AU/27)

TEAM ASSISTANT - Dhs 16,000/-
Our client, a leading international bank based in DIFC is in search of an experienced and dynamic Team Assistant in a long term temporary contract. Will be responsible in providing administrative support and to assist the senior management. Must have a relevant experience in a similar role, possess exceptional organizational skills, ability to excel under pressure coupled with excellent communication skills and a extremely confident personality. A native English speaker candidate would be preferred. A degree and proficiency in computer specifically in MS Office is a must. Register/apply online at www.nadia-me.com (Ref 9399/DX/23)

PROCUREMENT & SOURCING SPECIALIST - Dhs 15,000/-
Our client, a leading manufacturer of heavy truck spare parts requires a Procurement / Sourcing Specialist with experience in sourcing from India and China. Primarily required to source for manufacturers or suppliers of spare parts in India and China. Experience in the spare parts sourcing industry, good analytical and negotiations is a must. Register/apply online at www.nadia-me.com (Ref 9385/DX/15)

ACCOUNT MANAGER - Dhs 15,000/-
Our client, a reputed advertising agency requires an Account Manager with three years experience in handling all ATL and BTL activities. Must have a strong client base and the potential to identify advertisers and convert them into clients. Will be responsible for all advertising campaigns etc. Should have a strong personality with excellent communication skills. Register/apply online at www.nadia-me.com (Ref 9391/DX/22)

SENIOR BUSINESS DEVELOPMENT EXECUTIVE - Dhs 11,000/-
Our client, a logistics company requires a Senior Business Development Executive - Air Imports, with three years experience in the logistic sector. Responsibilities will include establishing new business, making new clients and servicing the old, increasing the product line up, generating leads, achieving set targets. Should be well groomed with a good personality and possess excellent communication skills with a valid driving license. Register/apply online at www.nadia-me.com (Ref 9401/DX/23)

ACCOUNTANT - Dhs 10,000/-
Our client, a reputed manufacturing company requires an Arabic speaking Accountant to be based in Abu Dhabi. Should be a graduate in Accounting with three years experience in UAE. Should be able to handle the entire accounting functions till finalization. Excellent English communication and basic computer skills is a must. Register/apply online at www.nadia-me.com (Ref 2387/SH/13)

ACCOUNTANT - Dhs 9,000/-
Our client, a large trading business requires an Accountant with two years experience. Should have worked independently in handling entire good of accounts such as handling petty cash, invoices, accounts receivable or payable, bank reconciliation, forecasting and analysis, preparing financial reports etc. A degree in Finance or Accounting with excellent communication skills and good personality is a must. Register/apply online at www.nadia-me.com (Ref 9383/DX/16)

NURSE - Dhs 8,000/-
Our client, an established group of hospitals in GCC requires an ODP and OR Nurse for their Abu Dhabi operations. Should have sufficient clinical nursing experience in medical surgical, emergency, outpatient and OR with HAAD license. Register/apply online at www.nadia-me.com (Ref 4372/AU/27)

CAD OPERATOR - Dhs 6,000/-
Our client, a multinational company requires a CAD Operator with a diploma in topography. Must be exceptionally good in Auto CAD and experienced as a topographic surveyor and contouring accordingly, providing technical assistance in fulfilling survey and also creating auto cad drawing, plotting. Excellent communication with good interpersonal skills required. Register/apply online at www.nadia-me.com (Ref 9384/AU/28)

IT ADMINISTRATOR - Dhs 6,000/-
Our client, a marketing and promotion company requires an IT Administrator for their Abu Dhabi operations. Will oversee the technical design, development and maintenance of databases, installs, configures, maintains the organization's LAN server, workstations, manages performance and maintains security of LANs etc. Excellent communication and technical skills required. Register/apply online at www.nadia-me.com (Ref 4379/AU/20)

SALES & MARKETING

SALES MANAGER - HV/LV ELECTRICAL MANUFACTURER - Dhs 35,000/-

A multi-national market leader in the HV/LV sector requires a Manager who has a proven record of achievement in producing exceptional above budget sales performance. Leading a large sales team you will be responsible for the commercial success of the organization by providing leadership and vision to ensure that the sales function meets and exceeds challenging forecasts and targets that one would expect in a competitive environment. Candidates will be engineering degree holders with ten years sales experience at least of which three will have been in a sales management role in a technical environment. Will be familiar with the construction industry and the power and gas sector throughout the region and be able to demonstrate a proven record of success in a similar role. Excellent communication, commercial acumen, gravitas and exceptional man management skills will be key to this role and we would expect you to be an ambitious target driven individual who enjoys the challenge and success derived from such a responsible position. Register/apply online at www.nadia-me.com or email salesmarketing@nadia-me.ae (Ref 9284/DX/20)

REGIONAL SALES MANAGER (AUTOMOBILES) - Dhs 32,000/-
Our client, a leading multinational automobile manufacturing company requires a Regional Sales Manager with five years experience in the Automobile industry. Will be responsible for establishing sales targets with dealers and maintaining relationships, facilitation of reaching profit, sales targets, measurement of sales activities, thorough market knowledge, allocation of annual sales support budget, verifications of claim-conditions etc. Excellent English and Arabic communication skills required. Register/apply online at www.nadia-me.com or email salesmarketing@nadia-me.ae (Ref 9353/DX/24)

SALES MANAGER - Dhs 18,000/-
Our client, a large trading business requires a dynamic and highly motivated Sales Manager with three years experience in business development and sales / marketing activities, good negotiation skills, team management, sales target oriented with established contact with Supermarkets across the UAE. A degree with excellent Arabic and English communication skills and a valid UAE driving license is a must. Register/apply online at www.nadia-me.com (Ref 4392/AU/27)

ASSISTANT SALES MANAGER (FILTRATION SYSTEMS) - Dhs 18,000/-
Our client, an engineering company requires an Assistant Manager with five years experience in technical sales of different filtration systems, for their Dubai operations. Must have experience in maintaining or trouble shooting of automatic filters, centrifuges, individually capable of trouble shooting all types of PLC based electrical or electronic control systems fitted on these filters. Should have knowledge of Oil and Gas, injection water treatment, brine filtration, fuel gas treatment, H2S treatment, Animal plant processes etc. Must be a graduate in Mechanical or Chemical Engineering with the ability to make presentations to engineers and Technical Managers. Register/apply online at www.nadia-me.com (Ref 9368/DX/20)

SALES EXECUTIVE - Dhs 15,000/-
Our client, a brand of water treatment equipment requires a Sales Executive to be based in Musahaf. Will be responsible for implementing policies and procedures, communicating with customers on contract issues, liaise regularly with other departments in order to understand the ongoing business activities, ensure the effective implementation of plans and prepare all necessary reports. Should be a graduate with three years experience. Excellent communication, computer skills and a valid UAE driving license will be an added advantage. Register/apply online at www.nadia-me.com (Ref 4362/AU/24)

MARKETING ASSISTANT - Dhs 7,000/-
Our client, a marketing and promotion company requires a Marketing Assistant for their Abu Dhabi operations. Will be responsible for designing, implementation and facilitation of annual marketing plan for the firm, to take care of the Art work, build new relationships with different stakeholders, new banners for the company, Support and facilitate development, implementation of section business/marketing plans. Plan and administer the firms Marketing Operations budget and support development of regional marketing budgets. Should be a graduate with two years experience in a similar role. Register/apply online at www.nadia-me.com (Ref 4384/AU/20)

SALES SUPERVISOR - Dhs 6,000/-
Our client, a building materials company requires a Sales Supervisor to be based in Sharjah. Will be responsible for planning, supervising and executing the sales activities with a sales team under his leadership. Excellent English and Arabic communication skills and a valid UAE Driving License is a must. Register/apply online at www.nadia-me.com (Ref 2389/SH/17)

SALES EXECUTIVE - Dhs 5,000/-
Our client, a marketing and promotion company requires a Sales Executive with two years experience for their Abu Dhabi operations. Should have a dynamic personality and excellent communication skills. Register/apply online at www.nadia-me.com (Ref 4371/AU/17)

A/V PROJECT SALES EXECUTIVE - Dhs 6,000/-
Our client, an Audio Visual Solution provider requires a Sales Executive with two years experience in sales of corporate Audio Visual Solutions. Should have excellent communication and presentation skills. A valid UAE driving license is an added advantage. Register/apply online at www.nadia-me.com (Ref 2390/SH/21)

SALES LADY - Dhs 5,000/-
Our client, a large company of retail outlets dealing in very expensive and high end products requires Arabic speaking Sales ladies for their show rooms in Dubai, Abu Dhabi and AI Ain. Should be very presentable with excellent English communication skills. Register/apply online at www.nadia-me.com (Ref 9386/DX/21)

PROFESSOR - Dhs 35,000/- (Ref ID: 9356/DX/13)

ASSOCIATE PROFESSOR - Dhs 30,000/- (Ref ID: 9360/DX/13)

ASSISTANT PROFESSOR - Dhs 25,000/- (Ref ID: 9359/DX/13)

LECTURER - Dhs 20,000/- (Ref ID: 9358/DX/13)

For above positions, Additional family benefits such as Medical Insurance, Return Airfare, yearly salary appraisal and gratuity paid leave every year will be provided. Register/apply online at www.nadia-me.com or email recruitment@nadia-me.ae

SALES MANAGER - Dhs 30,000/-
Our client, an international heavy truck spare parts manufacturing company requires a Sales Manager with three years experience for their Saudi operations. Will be responsible for expansion of business and establishing new markets and clients, play a major role in generating sales and revenue for the company by motivating and leading the sales team. Should have a strong personality and good leadership qualities. Register/apply online at www.nadia-me.com or email recruitment@nadia-me.ae (Ref 9397/DX/23)

SALES EXECUTIVE - Dhs 8,000/-
Our client, an international heavy truck spare parts manufacturing company requires a Sales Executive with a year experience. Should be a smart and proactive person to take up challenges with strong communication and negotiation skills. Register/apply online at www.nadia-me.com (Ref 9398/DX/23)

RECEPTIONIST - Dhs 18,000/-
Our client, a Government entity requires a Receptionist (UAE National) with three years experience for their Abu Dhabi operations. Work involves answering telephone calls promptly and courteously, screen/transfers calls and also handle clerical functions as required. Excellent English communication and interpersonal skills is a must. Register/apply online at www.nadia-me.com (Ref 4394/AU/23)

HR EXECUTIVE - Dhs 10,000/-
Our client, a multinational company based in Musahaf requires a female HR Executive. Should be a high school qualified with a strong learning ability, communication and interpersonal skills. Register/apply online at www.nadia-me.com (Ref 4342/AU/24)

MANAGER - SALES & OPERATIONS - RO 1,000/-

Accommodation and Benefits

Our client, an international chain of digital photo studios requires a Sales and Operations Manager for their Oman operation. Will be responsible for managing the fiscal, operational activities including staffing levels, budgets, and financial goals. Planning and developing systems, procedures to improve the operating quality. Responsible for staff scheduling to include work assignments or rotations, employee training, vacation, breaks, overtime assignment, back up for absent employees etc. Responsible to meet department productivity and quality goals. Register/apply online at www.nadia-me.com (Ref 9355/DX/21)

ACCOUNTANT & ADMIN ASSISTANT - Dhs 8,500/-
Our client, a multinational oil & tools company is looking for an Accountant for their Oman operations with three to five years experience in accounting and general administration skills like filing, self correspondence, hotel and travel bookings etc. Register/apply online at www.nadia-me.com (Ref 9321/DX/20)

ONLINE MARKETING AND COMMUNICATIONS MANAGER - Dhs 19,000/-
Our client, a software company requires an Arabic speaking Online Marketing and Communications Manager with three years experience in B2B online marketing to be based in Qatar. Should have thorough understanding of technology audience, content management tools, CRM management and strategies. Experience in launching online marketing campaigns ensuring maximum customer engagement and satisfaction. Will be responsible for developing consistent, relevant web content. Plan implement measure and control all online marketing communications. A degree in Marketing and Arabic and English communication skills is a must. Register/apply online at www.nadia-me.com (Ref 9355/DX/28)

SALES EXECUTIVE - HOME APPLIANCE - Dhs 12,000/-
Our client, a multinational consumer electronics and home appliances company requires a Sales Executive with three years experience as Analyst or Cashier. Should have good customer service skills with prior sales and supervisory experience in UAE. Register/apply online at www.nadia-me.com (Ref 4368/AU/13)

BOOKKEEPER - Dhs 5,000/-
Our client, a UK based firm requires a Bookkeeper with two years experience for their Abu Dhabi operations. Excellent communication and interpersonal skills is a must. Register/apply online at www.nadia-me.com (Ref 4363/AU/13)

OPTOMETRIST - Dhs 5,000/-
Our client, a Medical Center requires an Optometrist for their Abu Dhabi operations. Will be responsible for performing the pre-investigation such as auto-refraction, visual acuity and refraction to patients coming for consultation, will also be in charge of pre-surgical investigations like visual field, ultra sonography, corneal topography, OPD scan etc. Should have a degree in Optometry with three years experience in clinical and HAAD License. East European for East and Arabs preferred. Register/apply online at www.nadia-me.com (Ref 4373/AU/15)

ACCOUNTS ASSISTANT - Dhs 5,000/-
Our client, a holding company requires an Accounts Assistant for their Abu Dhabi operations. Will handle basic accounting activities. Should have a degree in Accounting with three years experience. Register/apply online at www.nadia-me.com (Ref 4387/AU/21)

HUMAN RESOURCES

HR MANAGER - Dhs 30,000/-

Our client, a university requires an HR Manager for their Abu Dhabi operations. Will handle the entire HR Department, recruitment, employee relations, update HR policies and procedures etc. Should have a degree in Business Administration with six years experience. Excellent English, Arabic and French communication skills required. Register/apply online at www.nadia-me.com or email humanresources@nadia-me.ae (Ref 4361/AU/13)

SECRETARIAL & ADMIN

SENIOR PA - Dhs 10,000/-

Our client, a multinational company providing business information through events, publications and websites with more than a decade of expertise in developing exhibitions is in search of an experienced and dynamic Senior PA. Must have excellent interpersonal, administrative, correspondence and supervisory skills to maintain proper discretion, tactfulness in dealing with confidential matters. The incumbent should be highly organized and flexible with a pleasing personality. A native English speaker would be preferred with proficiency in MS Office and Internet applications. Register/apply online at www.nadia-me.com (Ref 9377/DX/15)

PA - Dhs 18,000/-

Our client, a leading international bank based in DIFC is in search for an experienced and dynamic Personal Assistant a long term temporary contract. Will be responsible in providing administrative support to assist the senior management and maintain proper discretion, tactfulness in dealing with confidential matters. Excellent interpersonal, administrative, correspondence and supervisory with English and Arabic communication skills is a must. Should possess extremely confident personality with Degree and proficiency in computer specifically in MS Office. Register/apply online at www.nadia-me.com (Ref 9400/DX/2