

Mohammed Bin Rashid Est.

For Young Business Leaders

GOVERNMENT OF DUBAI, P.O.BOX. 66166, DUBAI

In line with our Strategic Plan, SME has the following immediate vacancies for U.A.E. NATIONALS

DETAILS OF VACANT POSITIONS

POSITION : EXECUTIVE – PURCHASING (Position reference # : EXP / 01)

Job Description / Skills required : Full knowledge of Purchasing, calling for tenders/ quotations, comparison & analysis of tenders/quotations data entry, issue of L.P.O.'s, sourcing materials both from the internal and overseas markets etc.

Minimum education & experience : Graduate / Post-graduate from a reputed University, with 1 to 2 Years of relevant experience in Purchasing, tendering, comparison & analysis of tenders/ quotations, data entry, issue of L.P.O's, etc are essential. Age group : 23 to 28 years.

POSITION : DEVELOPMENT ADVISORS (Position reference # : DA / 02)

Job Description / Skills required : Assessment & understanding of the customer's business ideas / concepts / plans, providing guidance and counseling services on our products & services, assess suitability for entrepreneurship, provide initial feasibility of customer's ideas and concepts and decide on the services to be provided to the customer.

Minimum education & experience : Graduates /Post-graduates from a reputed University with 1 to 3 years of relevant experience in the area of customer service. Must possess excellent communication skills in both English & Arabic with excellent inter-personal skills & analytical skills. Age Group : 21 to 35 years.

POSITION : ASST. EXECUTIVE - DEVELOPMENT ADVISOR (position reference # : ADA / 03)

Job Description / Skills required : Will act as the first point of contact for the Customers by interacting on telephone or in person, gather information on the customer's needs / requirements / services, schedule meetings, compile the information collected and arrange for further meetings with the Development Advisors.

Minimum education / experience required : Diploma holders / High School graduates with 1 to 3 years of relevant experience in customer service, customer handling, exposure to administrative functions. Age group : 21 to 30 years.

POSITION : CUSTOMER RELATIONSHIP EXECUTIVES (Position reference # : CRE / 04)

Job Description / Skills required : Should be able to handle the Switch Board / PABX system with excellent telephone handling, customer handling & inter-personal skills. Should be fluent in both ENGLISH & ARABIC.

Minimum education / experience required : High School graduates with 1 to 3 years of relevant experience. Age Group : 18 to 25 years.

POSITION : SYSTEMS ADMINISTRATOR (Position reference # : SYA / 05)

Job Description / Skills required : Should have hands-on experience in handling the LAN, WAN and operating systems, trouble shooting, administration of the network, systems support etc.

Minimum education / experience required : Graduates / Diploma holders from a reputed University with 2 to 3 years of relevant experience. Age Group : 21 to 35 years.

POSITION : EXECUTIVE - TRAINING & DEVELOPMENT (Position reference # : ETD / 06)

Job Description / Skills required : Should have hands-on experience on evaluating the Training Needs Analysis, coordination of training activities, vendor evaluation, preparing Training budgets, exposure to internal & external training, initial exposure to design, development and presentation of training.

Minimum education / experience required : Graduates / Post-graduates from a reputed University with 1 to 3 years of relevant experience, and fluency in English. Age Group : 21 to 40 years.

POSITION : ASST. MANAGER - BUSINESS INCUBATION CENTER (Position reference # : AMBC / 07)

Job description / Skills required : Assist the customers in providing Financial / operational information, analysis of the reports received from members, sourcing opportunities for members within the incubation community & business community responsible for meeting the pre-agreed revenue plan, assist the departmental manager in providing project management support.

Minimum education / experience required : Graduates / post-graduates from a reputed University with exposure to Project Management, Accounting, business development , start-up of business.

POSITION : SENIOR EXECUTIVE – BUSINESS INCUBATION CENTER (Position reference # : SE CC / 08)

Job description / skills required : Will be responsible to work as the point of coordination for customers in our company. Will be responsible for gathering the customer's requirements, providing financial and operational information, analysis of the reports received from customers, providing customer care and services.

Minimum education / experience required : Graduates from a reputed University with exposure of 1 – to 3 years in customer relationship / care, business development, market research and with fluency in both English and Arabic. Age Group : 21 to 35 years.

POSITION : ASST. EXECUTIVE - CUSTOMER CARE (Position reference # : AECC / 09)

Job Description / Skills required : Will be responsible for meeting & ascertaining customer's needs and requirements, answer all telephone calls received from customers, data entry, preparing reports maintaining data base on customers and assist the Executive on day to day matters.

Minimum education / experience required : High School graduates or Diploma holders with 1 to 3 years of relevant exposure to basic customer service, P.C. Skills & fluency in both Arabic & English. Age Group : 21 to 30 years.

POSITION : ASST. EXECUTIVE BUSINESS INCUBATION CENTER (Position reference # : AEBC / 010)

Job Description / skills required : Will be responsible for compiling and maintaining records of business transactions and files of assigned members, provide project management support, collection of data, data entry, preparation of reports and assist the Executive.

Minimum education / experience required : Graduate / Post – graduate from a reputed University with 1 to 3 years of relevant experience in project management, accounting, start-up business and commercial business. Age Group : 21 to 35 years.

POSITION : EXECUTIVE - ENTREPRENEUR RELATIONS (Position reference # : EER / 011)

Job description / skills required : Should have relevant experience in customer relations / service with exposure to commercial business.

Minimum education / experience required : Graduates / Post-graduates from a reputed University with 1 to 3 years of relevant experience in customer care / services and commercial business.

POSITION : GRADUATE TRAINEES (Position reference # : GRT / 012)

Job Description / Skills required : Fresh Graduates in commercial / Business / Administration / H.R. / Finance / Sales & Marketing etc from a reputed University with some experience in commercial business. Must be willing to undergo on-the-job training provided by us for about 8 to 10 months, with positive attitude, open mind and aptitude to learn and develop.

All these positions are reserved FOR THE U.A.E. NATIONALS. ONLY Candidates applying for any of the above mentioned position should be fluent in both English & Arabic and possess familiarity with M.S. Office, excellent communication and inter-personal skills. Attractive salary and benefits are offered to the right candidates, which is based on the education , experience and the skills.

NOTE : Candidates forwarding their C.V's through e-mail are advised to put the job ref # in the subject column, without fail. All the above positions carry attractive salary package, which is in-line with the Government Scale / Grades.

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