

JOB VACANCY	فرص عمل
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A major oil company in Saudi Arabia invites applications for the following positions:

Adv. ITC Teacher (Accounting)

BS or MS degree in Accounting	-
Minimum of 4 years full-time teaching Accounting in secondary schools and above	-
Computer and graphing calculator literacy is desirable	-

ITC Registrar

Associate Degree or	-
Completion of a minimum of 2 years of college studies	-
Minimum of 7 years, of which 3 years in supervision of clerical staff.	-
Good ability of spoken and written English language skills	-
Good knowledge and skills in preparing narrative and statistical reports	-
High degree of personal maturity.	-

Admin Clerk I

Associate degree or	-
Completion of a minimum of 2 years of college studies	-
Minimum of 4 years of experience in the field	-
Ability to type in English at 70 - 80 net words per minute at 90% minimum accuracy.	-
Ability to operate a word processing machine or personal computer	-
Good knowledge and skillful usage of Microsoft office applications	-
Experience in library administration is preferred.	-

Local Line Officer (LLO)

Bachelor's Degree in Computer Science or	-
Associate Degree + Diploma in Computer Hardware/Software Networking	-
Minimum of four (4) years of work experience in the field	-
Certification in Computer hardware (networking)	-
Good ability to communicate through written and spoken English language	-
Additional certificates like MCP (Microsoft Certified Professional)and MCSE (Microsoft Certified System Engineer) are preferred.	-

Knowledge of network administration is preferred

Career Counselor IV

Bachelor's Degree in Education, Human Resource Management, Business or related fields	-
Minimum of four (4) years of work experience in the field	-
Good ability to communicate through written and spoken English language	-
Ability to operate a word processing machine or personal computer	-
Strong human relations skills & understanding of Saudi Arab culture.	-

DIP Trainer

Bachelors or Associate Degree in Industrial/Vocational Education plus 4-6 year experience.	-
Proficiency in spoken and written English is mandatory.	-
Instructs trainees on Driving behaviors and techniques	-
Prepares required lesson plans.	-
Capable of using classroom instruction and visual aids.	-
Administers, proctors and grades written and performance tests.	-
Observes, counsels and evaluates trainees.	-
Prepares trainee records, such as attendance, grade and progress sheets.	-
Maintains discipline, safety and housekeeping standards at his assigned classroom, shop or work site.	-
Recommends administrative actions for training participants.	-
Coordinates on-site training activities with proponent departments.	-

Makes recommendations and assists in the development, Implementation and evaluation of curriculum and training aids.

To apply please send your CV at:

jo.com

كما يرجى كتابة مسمى الوظيفة فى خانة " "

لأبي

TARGETJO

معتمدون لائجاز جميع التأشيرات الواردة الى قنصلية المملكة العربية السعودية

ادعوا اصدقائكم للاشتراك معنا لتصل جميع اعلانات التوظيف الى بريديكم الالكتروني مباشرة