

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-293-2021
Company Name	ICAD
Industry	Construction & Engineering
Vacancy	Administration Officers/Managers
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	FT
Major	
Years of Experience	2 Year to 5 Years
Education	Bachelor Degree
Location	Saudi Arabia
Application Deadline	
Remuneration & Benefits	To be discuss
Tasks & Responsibilities	<ul style="list-style-type: none"> • Plan and coordinate administrative procedures and systems and devise ways to streamline processes • Monitor costs and expenses to assist in budget preparation. • Oversee facilities services, maintenance activities and tradespersons • Organize and supervise other office activities • Accommodation, Transportation, Stationary • Ensure operations adhere to policies and regulations