

Job Title	Basic Function	Job Requirements
Sr Procurement Rep	<ul style="list-style-type: none"> • Applies Supply Chain Management and Procurement principles to procure basic goods and services. Handles the development and administration of procurement actions and contracts. 	<p>A. EDUCATION: -A Bachelor's degree in any Business major.</p> <p>B. EXPERIENCE: A minimum of 4 years of experience in supply chain management is required.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
Procurement Specialist	<ul style="list-style-type: none"> • Applies mid-level Supply Chain Management and Procurement principles to procure moderately-complex goods and services. • Serves as the Procurement Specialist for proponents in the development and administration of procurement actions and contracts. 	<p>A. EDUCATION: - A Bachelor's degree in any Business major is required. - A Master's degree in supply chain management is preferred.</p> <p>B. EXPERIENCE: A minimum of 7 years of experience in supply chain management is required.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
Information Security Specialist	<ul style="list-style-type: none"> • Maintains information protection measures and implements information security procedures. Maintains firewalls, anti-virus, data encryption and other information security measures to protect Company's systems, data and networks. 	<p>A. EDUCATION: - A Bachelor's degree in Computer Science or equivalent is required. - A Master's degree in IT security or equivalent is preferred.</p> <p>B. EXPERIENCE: A minimum of 7 Years of related experience is required; 4+ years of information security experience is required</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
IT Systems Analyst	<ul style="list-style-type: none"> • Assists with installation, monitoring, maintenance and support of hardware, software as well as computing and communications systems. Primary responsibility is the setup of new user network/ Email accounts and providing 1st line support for day-to-day user support issues. 	<p>A. EDUCATION: - A Bachelor's degree in Computer Science or equivalent is required. - CISCO or Microsoft 365 related certificates are required.</p> <p>B. EXPERIENCE: 1-3 years of related experience preferred.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
Public Relations Specialist	<ul style="list-style-type: none"> • Plans and executes Company's events and activities primarily within the company, in-Kingdom or out-of-Kingdom. • Responsible for the planning and logistics of VIP visits and related matters which include handling various delegations from within the Kingdom and around the world. 	<p>A. EDUCATION: - A Bachelor's degree in Public Relations, Advertising, Communications or MIS or equivalent is required. - A Master's degree is preferred.</p> <p>B. EXPERIENCE: A minimum of 7 years of related experience is required.</p> <p>C. LANGUAGE: Good command of oral and written English is required.</p>

Government Relations Specialist	<ul style="list-style-type: none"> • Builds and maintains effective relationships with Government entities. • Handles all government related matters to protect business interests and ensure smooth operations. • Represents the Company to the Saudi Government, foreign embassies, and to the public and business community on company matters related to Government Affairs. 	<p>A. EDUCATION: - A Bachelor's degree in Business Administration, Industrial Relations, Communications or equivalent is required. - A Master's degree in Business majors or equivalent is preferred.</p> <p>B. EXPERIENCE: A minimum of 7 years of related experience is required.</p> <p>C. LANGUAGE: Good command of oral and written English is required.</p>
Sr HR Generalist	<ul style="list-style-type: none"> • Responsible for the Company's recruitment and employee relations activities. 	<p>A. EDUCATION: A Bachelor's degree in HR or equivalent business major is required.</p> <p>B. EXPERIENCE: A minimum of 4 years in HR is required particularly in recruitment.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required</p>
Executive HR Assistant	<ul style="list-style-type: none"> • Performs an administrative role, providing support on any HR activities within the Human Capital Management Department; including but not limited to recruitment, compensation and benefits, employee relations, training & development. 	<p>A. EDUCATION: - A Diploma in business majors or equivalent is required. - Microsoft Office certificate is required.</p> <p>B. EXPERIENCE: A minimum of 7 years of related experience in HR is required.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
Accounting Specialist	<ul style="list-style-type: none"> • Conducts research, analysis, development, and summarization of financial information for audit purposes and financial reporting. • Ensures integrity of accounting information by researching account issues for compliance and by establishing quality controls over financial transactions and reporting. • Develops, reviews and applies the accounting policies and principles that include analytical work and thorough review of financial records. 	<p>A. EDUCATION: - A Bachelor's degree in Finance or equivalent is required. - A Master's degree in Finance or equivalent is preferred. - CFA, CMA, CPA, CA or equivalent is required.</p> <p>B. EXPERIENCE: A minimum of 7 years of related experience is required.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
Sr Accountant	<ul style="list-style-type: none"> • Supports Finance activities for the processing, recording, updating and reconciling fiscal information in compliance with established policies. • Provides instructions, recommendations and accounting support to other personnel. • Analyzes expenditures against budget. 	<p>A. EDUCATION: - A Bachelor's degree in Finance or equivalent is required. - CFA, CMA, CPA, CA or equivalent is required.</p> <p>B. EXPERIENCE: 4 years of related experience is required.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>

<p>Financial Manager</p>	<ul style="list-style-type: none"> • Analyzes and forecasts Company's financials to support financial decision making. • Handles Company's financial and banking transactions. • Participates in the development, recommendation and implementation of change to accounting policies, procedures and systems. • Ensures compliance with Company financial policies • Supports the development and implementation of changes to the financial policies. 	<p>A. EDUCATION: - A Bachelor's degree in Finance or equivalent is required. - A Master's degree in Finance or equivalent is required. - CFA, CMA, CPA, CA or equivalent is required.</p> <p>B. EXPERIENCE: A minimum of 10 years of related experience is required.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
<p>Executive Secretary</p>	<ul style="list-style-type: none"> • Handles the day to day management calendar, daily clerical office requirements. • Arranges for meetings and events, weekly highlights and other project team requirements. 	<p>A. EDUCATION: A Diploma in business or equivalent is required.</p> <p>B. EXPERIENCE: A minimum of 7 years of related experience required.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
<p>Cost Engineer</p>	<ul style="list-style-type: none"> • Assists in the preparation, revision and monitoring of cost commitments/expenditures/forecast for heavy industrial, commercial and residential capital expenditure projects. 	<p>A. EDUCATION: A Bachelor's degree in Engineering is required.</p> <p>B. EXPERIENCE: 1-3 years of related experience is preferred.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
<p>Safety & Industrial Security Director</p>	<ul style="list-style-type: none"> • Manages the EHS and Security functions. • Ensures that the health, safety, and environmental policies are being successfully implemented. • Ensures compliance with regulations as pertains to the health, safety, and productivity of employees, and environmental impact of the organization's operations. • Develops and oversees safety training programs, investigates and recommends courses of action for on-the-job accidents, analyzes potential safety risks in a facility and implements measures to mitigate them. • Manages the activities of security personnel, coordinates with government and law enforcement agencies, and organizing patrolling of the property to deliver a safe and secure environment. 	<p>A. EDUCATION: - A Bachelor's Degree in Science/ Civil Engineering or equivalent is required. - NEBOSH National Diploma in Occupational Health and Safety 1 is required. - NVQ Level 5 in Occupational Health and Safety Practice is required. - OSHA certification is required. - Good knowledge of quality standards like ISO 9001, ISO 14001 and OHSAS 18001</p> <p>B. EXPERIENCE: A minimum of 12 years experience in all aspects of EHS & Security Operations is required; 7 years or more in a leadership position.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>

<p>Environmental, Health & Safety Manager</p>	<ul style="list-style-type: none"> • Ensures that the health, safety, and environmental policies of the Company are being successfully implemented. 	<p>A. EDUCATION: - A Bachelor's degree in environmental health and safety management or equivalent is required. - A Master's degree is preferred. - OSHA certification is required. - NVQ Level 5 in Occupational Health and Safety Practice is required. - NEBOSH National Diploma in Occupational Health and Safety 1 is required.</p> <p>B. EXPERIENCE: A minimum of 9 years experience in the health and safety field is required.</p> <p>A. LANGUAGE: Excellent command of oral and written English is required.</p>
<p>Facilities Management Manager</p>	<ul style="list-style-type: none"> • Responsible for the operations and maintenance of all assets and facilities falling under the Company's scope of services, out-sourced in SPARK (Facilities Management "FM"), service providers (power, water, ICT, etc.). 	<p>A. EDUCATION: - A Bachelor's degree in Engineering or equivalent is required. - A Master's degree in Business Administration (MBA) or equivalent is preferred.</p> <p>B. EXPERIENCE: A minimum of 10 Years of related experience (operation and maintenance) is required.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
<p>Financial Manager</p>	<ul style="list-style-type: none"> • Analyzes and forecasts Company's financials to support financial decision making. • Handles Company's financial and banking transactions. • Participates in the development, recommendation and implementation of change to accounting policies, procedures and systems. • Ensures compliance with Company financial policies and supports the development and implementation of changes to the financial policies. 	<p>A. EDUCATION: - A Bachelor's degree in Finance or equivalent is required. - A Master's degree in Finance or equivalent is preferred. - CFA, CMA, CPA, CA or equivalent is required.</p> <p>B. EXPERIENCE: A minimum of 9 years of related experience is preferred.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
<p>Electrical Engineer</p>	<ul style="list-style-type: none"> • Responsible to design, develop, and test electrical devices and equipment, including communications systems, power generators, motors and navigation systems, and electrical systems. 	<p>A. EDUCATION: A Bachelor's degree in Electrical Engineering is required.</p> <p>B. EXPERIENCE: 2-3 years of related experience is required.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>

<p>Lease Mgmt. & Customer Relations Director</p>	<ul style="list-style-type: none"> • Responsible for managing lease administration and tenants relations activities. 	<p>A. EDUCATION: - A Bachelor's degree in Engineering, Finance, Business Administration, Economics, Accounting or equivalent is required. - A Master's degree in Business Administration (MBA) or equivalent is preferred.</p> <p>B. EXPERIENCE: A minimum of 9 years of related experience is required (supply chain management experience).</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
<p>Business Development Specialist</p>	<ul style="list-style-type: none"> • Responsible for monitoring, analyzing and improving Company's business by conducting research, interpreting data and making recommendations based on findings. 	<p>A. EDUCATION: - A Bachelor's degree in Engineering, Finance, Business Administration, Economics, Accounting or equivalent is required. - A Master's degree in business Administration (MBA) or equivalent is preferred.</p> <p>B. EXPERIENCE: A minimum of 7 years of related experience is required (supply chain management experience).</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
<p>Business Development Specialist</p>	<ul style="list-style-type: none"> • Responsible for monitoring, analyzing and improving Company's business by conducting research, interpreting data and making recommendations based on findings. 	<p>A. EDUCATION: - A Bachelor's degree in Engineering, Finance, Business Administration, Economics, Accounting or equivalent is required. - A Master's degree in business Administration (MBA) or equivalent is preferred.</p> <p>B. EXPERIENCE: A minimum of 7 years of related experience is required; work experience in business development, finance and/or commercial.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>