

Job Title	Basic Function	Job Requirements
General Services Coordinator	<ul style="list-style-type: none"> Responsible to provide facilities services and support to the Company with regards to transportation/vehicles lease services, travel/booking services, office services as well as catering services 	<p>A. EDUCATION: A diploma in Business Administration or equivalent is required.</p> <p>B. EXPERIENCE: A minimum of 0-3 years of experience in Administration or equivalent is preferred.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
General Services Specialist	<ul style="list-style-type: none"> Responsible to provide facilities services and support to the Company with regards to transportation/vehicles lease services, travel/booking services, office services as well as catering services 	<p>A. EDUCATION: A bachelors degree in Business Administration or equivalent is required.</p> <p>B. EXPERIENCE: A minimum of 6 years of experience in Administration or equivalent is preferred.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>

<p>Contracts Specialist</p>	<p>Responsible for the development and administration of Company's contracts.</p>	<p>A. EDUCATION: A Bachelor's degree in Law, Business Administration or equivalent is required. A Master's degree in Supply Chain Management or equivalent is preferred.</p> <p>B. EXPERIENCE: A minimum of 6 years of related experience is required.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
<p>IT Systems Analyst</p>	<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.B. EXPERIENCE:1-3 years of related experience preferred. C. LANGUAGE:Excellent command of oral and written English is required.</p>

<p>Public Relations Specialist</p>	<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 6 years of related experience is required.</p> <p>C. LANGUAGE: Good command of oral and written English is required.</p>
<p>Sr HR Generalist</p>	<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 3 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.B. EXPERIENCE: A minimum of 6 years of related experience in HR is required. C. LANGUAGE:Excellent command of oral and written English is required.</p>
Treasurer	<ul style="list-style-type: none"> • Responsible to assess, monitor, plan and manage the utilization of company's cash and financial services in a consistent and efficient manner. • Responsible for achieving financial targets of ECDC. 	<p>A. EDUCATION:</p> <ul style="list-style-type: none"> - A Bachelor's degree in Finance or equivalent is required. - A Master's degree in MBA , accounting or equivalent is required. - Understanding of GAAP accounting. - CFA, CMA, CPA, CA or equivalent is required. <p>B. EXPERIENCE: A minimum of 12 years of related experience is required.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>

<p>Accountant</p>	<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 preferred</p> <p>B. EXPERIENCE: A minimum of 1-3 years of related experience is preferred.</p> <p>C. LANGUAGE: Excellent command of oral and written English is required.</p>
<p>Financial Specialist</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.B. EXPERIENCE: A minimum of 6 years of related experience is required.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 6 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>Firefighter</p>	<ul style="list-style-type: none"> •Responsible for responding to fires, leaks of chemical or hazardous materials. • Responsible for evacuating/ rescuing personnel and protection of the environment. •Responds to rescue alarms and emergency situations. 	<p>A. EDUCATION: - Highschool B. EXPERIENCE: 0-3 years experience</p>
<p>Security man</p>	<ul style="list-style-type: none"> •Participates in patrols and surveillance activities •Prevents losses and damage by reporting irregularities; informing violators of policy and procedures. • Responds to incidents, emergences and disasters. 	<p>A. EDUCATION: - Highschool B. EXPERIENCE: 0-3 years experience</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:</p> <ul style="list-style-type: none"> - 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>B. EXPERIENCE:</p> <p>A minimum of 9 years experience in the health and safety field is required.</p> <p>A. LANGUAGE:</p> <p>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:</p> <ul style="list-style-type: none"> - A Bachelor's degree in Engineering or equivalent is required. - A Master's degree in Business Administration (MBA) or equivalent is preferred. <p>B. EXPERIENCE:</p> <p>A minimum of 9 Years of related experience (operation and maintenance) is required.</p> <p>C. LANGUAGE:</p> <p>Excellent command of oral and written English is required.</p>

<p>Financial Analyst</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.- CFA, CMA, CPA, CA or equivalent is preferred.</p> <p>B. EXPERIENCE: A minimum of 1-3 years of related experience is preferred.</p> <p>C. LANGUAGE:Excellent command of oral and written English is required.</p>
<p>Project Engineer</p>	<ul style="list-style-type: none"> • Responsible to assist and perform basic engineering work and project management activities. 	<p>A. EDUCATION: A Bachelor's degree in Engineering is required.</p> <p>B. EXPERIENCE: 2-3 years of related experience is preferred..</p> <p>Project Management Professional Certificate is preferred.</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 Manager</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.B. EXPERIENCE: A minimum of 10+ years of related experience is required; supply chain management experience.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:</p> <ul style="list-style-type: none">- 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>B. EXPERIENCE:</p> <p>A minimum of 7 years of related experience is required; work experience in business development, finance and/or commercial.</p> <p>C. LANGUAGE:</p> <p>Excellent command of oral and written English is required.</p>
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