We are a reputed group of Companies in Doha: QA/ QC Manager

**Gulf Times**

**WANTED**

Q A/QC Engineers and QA/QC Inspectors for a Civil/CCTV Project.

Please visit the CV to Tel. 3059925

Required office located in Indian or Bangladeshi candidates must be in Doha and with NOC

For any inquiries please call 5464069.

**CIVIL ENGINEER (BE, CIVIL)**

Indian 2 years of Experience

I AM HERE ON VISIT VISA and looking job in Infrastructure.

**CIVIL ENGINEER (INDIAN)**

MAINTENANCE MANAGER & QA/QC HEAD

Indian 2 years of Experience

I have 15 years experience in India and Qatar. Please contact: 55735974. Email: ijm@gmail.com

**RECRUITMENT**

**SALES EXECUTIVE & WAREHOUSE IN CHARGE,**

Indian male with 4+2 (Qatar) year experience in pharmaceutical field and in home country need opportunity; has Qatar Driving Licence and transferable visa. Email: ijm@3239452.com

**SALES WOMAN / CLEANING SUPERVISOR**

Customer Care / House Keeping Experience 5+ years in Qatar. Own Visa. Contact: 5509328. Email: ijm@3239452.com

**MECHANICAL ENGINEER (INDIAN)** with 4+2 (Qatar) year experience in mechanical engineering and in home country need opportunity; has Qatar Driving Licence and transferable visa. Email: ijm@3239452.com

**PMO (MANAGER) AND HR COORDINATOR,** with more than 7 years experience in Qatar. Holding Driving license with sound experience in document clearance and 5-Gcc Good command of English, with transferable visa. Contact: 5509328. Email: ijm@3239452.com

**CIVIL SITE SUPERVISOR:** Alberta license with more than 5 years experience in Qatar over 3 years in Alberta. Has 10+ years experience in construction field & infrastructure backgroung in Canada. Good knowledge of English, with transferable visa. Contact: 7904790. Email: ijm@3239452.com

**CIVIL ENGINEER**

Working in a reputed company since 2013. Well experienced in Building/Roads/ Infrastructure. Holding Qatari driving licence, and transferable visa. Contact: 7904790. Email: ijm@3239452.com

**PERSONAL ASSISTANT CUM EXECUTIVE SECRETARY**

Candidate must manage our front desks on a daily basis and to perform a variety of administrative and clerical tasks.

**REQUIREMENTS:**

- Work experience as a Receptionist, Front Office Representative, or a similar role
- Proficiency in Microsoft Office (Excel, Word, and Outlook)
- Excellent written and verbal communication skills
- Ability to multitask and work in a fast-paced environment
- Strong attention to detail
- Interpersonal and communication skills
- Organizational and time management skills

**QUALIFICATIONS:**

- High school diploma or equivalent
- Knowledge of hotel management principles
- Ability to handle a variety of tasks

**HOURS AND WORK SCHEDULE:**

The position is a full-time role, and the selected candidate will be expected to work a regular schedule of 40 hours per week. The schedule will be flexible to accommodate the needs of the hotel.

**APPLICATION PROCESS:**

Interested candidates are encouraged to submit their resume and a cover letter outlining their qualifications and experience for the position. Interviews will be conducted at the hotel's discretion. The selected candidate will be offered a contract based on their qualifications and the hotel's needs.

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**SALES/SALES ADMINISTRATOR**

- Self-motivated and enthusiastic
- Ability to work in a fast-paced environment
- Excellent organizational skills
- Strong communication skills
- Experience in sales or customer service

**RESPONSIBILITIES:**

- Meet and greet customers
- Assist with payment processing
- Maintain inventory
- Answer phone calls and emails

**QUALIFICATIONS:**

- High school diploma: additional certification in Office Management is a plus
- Customer service attitude
- Excellent organizational skills
- Bilingualism (Arabic, and fluent in English)

**APPLICATION:**

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