



Jassim Transport & Stevedoring Co. K.S.C.C.

HR DEPARTMENT

JOB DESCRIPTION

Job Summary

Ref No	HRD/JP/2017/015
Job Title	Administration Coordinator
Educational Qualification	Graduate / Diploma in any discipline
Experience	Minimum 2 Yrs. in similar job
Other Skills	Interpersonal skills, Communication skills, Excellent Computer knowledge; KUWAIT DRIVING LICENSE IS MUST
Language Skills	English (Read, Speak & Write) / Arabic added value

Interested candidates please send your CV to careers@jtckw.com