College of Business Administration (Kuwait University) is seeking to recruit qualified candidates for International Exchange, Development and Leadership Programs.

**Job Title:** Assistant Director of International Exchange, Development and Leadership Programs positions

**Requirements:**
1. Preferably Kuwaiti nationals
2. MBA or Master of Science (recent graduate - less than 5 years) with a minimum of 3.3 GPA (out of 4 points).
3. Fluent in Arabic and English; writing and speaking (conversing French is a plus)
4. Work effectively in teamwork, under pressure.
5. Outmost outward personality
6. Willing to travel abroad
7. Proficient PC user and Advanced Internet search skills

**Experience:**
Minimum 2 years of administrative or business experience (private sector preferably)

**Duties:**
- Work closely with the design of executive development and leadership programs
- Communicate with corporate executives and academicians
- Visit international business schools and academic institutes
- Fund-raising tasks (with the Director)
- Coordinate between the College of Business Administration and other International business schools exchange programs

**Package:**
Competitive salary (according to applicant's experience and degree) + Bonus

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**Job Title:** Administrative Coordinators/Office manager position

**Requirements:**
1. Preferably Kuwaiti
2. University Graduate (recent graduate less than 10 years)
3. Fluent in Arabic and English; writing and speaking (conversing French is a plus)
4. Excellent use of PC Applications and Advanced Internet search skills.
5. Outmost Outward Personality
6. Office Management and Organization, Working relation with Other Office Manager/ Executive Secretaries in the College of Business Administration.

**Experience:**
Minimum 5 years

**Package:**
Competitive salary (according to applicant's experience) + Bonus

**Please note only short listed candidates would be contacted for interview**