

***Quality Driven, Award Winning Recruitment Organization***

**Achievements:**

**ISO 9001:2008 – 2010**

**ISO 9001:2000 – 2003**

**Dubai Quality Appreciation (Program) – 2004**

**Emirates Business Women Award – 2005**

**Company Background:**

Jobtrack Management Services was founded in 1993 with a highly focused vision of acting as an extended recruiting arm of the clients we serve.

Jobtrack has steadily grown over the years both in the number of offices and the number of full time Consultants. Jobtrack has three Offices in the UAE (Dubai – 2 offices and Sharjah) and a fully owned office in India (Mumbai) employing over 30 full time qualified Consultants.

**Our Mission**

Enriching Client Assets through Human Capital

**Our Vision**

To be the first choice recruitment consultants

**Our Commitment**

Sharing responsibility with our clients  
Offering immediate and long term solutions  
Cost effective assignments and meeting deadlines

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## Scope of Work

### Services

<b>Recruitment at all levels within UAE, GCC &amp; India</b>	<b>Headhunting</b>
<b>Knowledge based evaluation</b>	<b>Advertising</b>
<b>Advice on compensation and benefits</b>	<b>Candidate orientation</b>

### Specializations

Jobtrack believes in having specialized Consultants offering sustained value addition to both Candidates and Clients. We aim to offer a better deal. Our specialist functions include:

<b>HR, Legal and Training</b>	<b>Finance and Accounts</b>	<b>Engineering and Technical</b>
<b>Property &amp; Real Estate</b>	<b>Construction</b>	<b>Banking &amp; Financial Services</b>
<b>Technical Sales</b>	<b>Sales and Marketing</b>	<b>Admin and Secretarial</b>
<b>Supply Chain</b>	<b>IT &amp; Infrastructure</b>	<b>Legal &amp; Compliance</b>
<b>Oil and Gas</b>	<b>Media and Advertising</b>	<b>UAE Nationals</b>
<b>Hospitality &amp; Leisure</b>	<b>GCC and Other Countries</b>	<b>Travel &amp; Tourism</b>

### Consultants Profile

- We pride ourselves on being knowledge based Consultants
- Over 80% of the consultants are MBA's
- Deep understanding of various industries and cultural sensitivities

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## Search Methodology

In this complex age, search has become a complicated exercise.  
Gone are those days of search and supply.

We believe that over the past 21+ years we have been continuously redefining our search methodology so as to offer the best possible deal both to our Candidates and to our Clients.

We do this through well defined processes managed by qualified and trained full time consultants who are committed to continuous learning.

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## JOBTRACK NETWORK

### *Dubai Head Office:*

**Jobtrack Management Services**  
P.O. Box 12995, Dubai, UAE  
Tel: 971-4-3977751  
Fax: 971-4-3976220  
***jobtrack@jobtrack.ae.org***

### *Sharjah Office:*

**Jobtrack Management Services**  
P.O. Box 12995, Dubai, UAE  
Tel: 971-6-5569757  
Fax: 971-6-5569767  
***jobtrackshj@jobtrack.ae.org***

### *Business Bay Office:*

**Jobtrack Management Services**  
P.O. Box 12995, Dubai, UAE  
Tel: 971-4-5547123  
Fax: 971-4-5547082  
***jobtrackadh@jobtrack.ae.org***

### *India Office:*

**Jobtrack Management Services Pvt. Ltd**  
Tel: +91 22 40759595  
Fax: +91 22 24440522  
***jobtrack@jobtrack.in***  
***www.jobtrack.in***

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