



# Saudi Jobs Market Needs Assessment Study

SUMMARY REPORT | 2020





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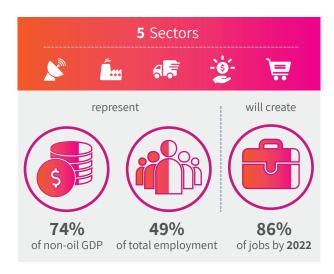
# **Executive Summary**



- As the Kingdom of Saudi Arabia moves towards becoming a more diversified economy with a growing private sector, it is important to ensure that the country's workforce is equipped with the skills required to drive and sustain this shift.
- Currently, there appears to a gap between the needs of private industry and the skills of the existing and incoming workforce, as evidenced by a high unemployment rate amongst Saudi nationals and industry and government reports noting a widening gap between education and labor market skill needs.
- · This report by MiSK Academy aims to provide greater clarity to job seekers, employers and training agencies around key sectors and job roles that hold promise for the workforce in the coming future, and - critically - the skills and qualifications that are required for the key roles within these sectors.
- Out of the 18 broad economic sectors, we have identified five sectors that we believe present the greatest opportunity based a combination of factors, including contribution to GDP, wage and wage growth, expected contribution to new jobs, and geographic spread. These five sectors are:



• These five sectors together currently represent approximately 74% of non-oil GDP and 49% of total employment and are expected to create 86% of jobs by 2022.



· For each of these five sectors, we have identified five prominent job roles that are likely to see growth in demand. The skills required for these roles can be broadly categorized into three areas:

#### **Business Skills**



Skills that support the effective running of business and bridge technical expertise with on-ground business requirements. The most commonly required business skills within the priority sectors include Lean Six Sigma, CRM, and Operations Management.

#### **Digital Skills**

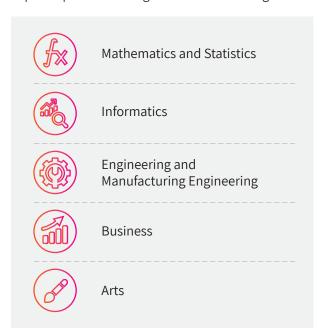
Skills that enable the use of technology to access, manage or communicate information. Oracle, and ERP and MS Office are the most commonly required skills in this category.

# **Soft Skills**

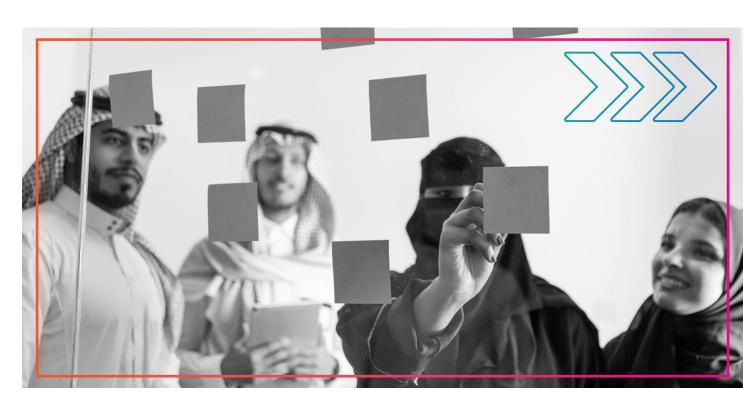


The ability to apply social, creative and critical intelligence to solve problems. Communication, presentation and English language skills are the most commonly required skills in this category.

• Besides ensuring skill development, alignment of tertiary education with the needs of the workforce is necessary to meet the Saudi Vision 2030. Currently, over 60% of higher education students in KSA are enrolled in programs that do not meet the qualification requirements of the high-demand job roles. The workforce of tomorrow will require a growing number of participants with degrees in the following areas:



- Students or young graduates who are from disciplines outside of the areas mentioned above and who are seeking better career opportunities could consider building or strengthening high-demand skills through training courses.
- This report provides information that will enable key stakeholders within the workforce and Saudi economy to narrow the skills gap in the country:
  - Students and young professionals will discover disciplines and skills that would open the widest range of opportunities and prepare them best for success in their professional lives.
  - o Education and training providers will be enabled to design programs that cater directly to the emerging needs of employers and raise awareness among students about market needs.
  - o Employers will learn insights that can help strengthen their internal training offerings by focusing on the most critical skills required to build strong teams and stay competitive.



# **Context and Objectives**



One of the three Saudi Vision 2030 pillars is 'A Thriving Economy' within which there are two key strategic objectives: to diversify the economy (reducing the reliance on oil revenue) and increase employment opportunities for Saudi nationals. Economic targets include raising the share of non-oil exports in non-oil GDP from 16% to 50% and increasing private sector contribution to GDP from 40% to 65%. Employment-related targets focus on lowering the unemployment rate to 7% and increasing women's participation in the workforce from 22% to 30%.

In the first quarter of 2019, the unemployment rate among Saudis in the Kingdom reached 12.5% with over 945,000 Saudi job seekers. In the same period, 82% of all unemployed Saudis were women. More than 64% of unemployed Saudis were between 20-29 years old and 53% of them held a university degree. Alongside the high unemployment level, there are signs of a skills gap in the Kingdom. This gap is particularly prominent in the areas of STEM and soft skills (A.T. Kearney, MiSK Foundation, 2019).

The government has taken several steps to help address unemployment. Saudization, or Nitaqat, has seen progress, with multiple sectors meeting employment targets (manufacturing, finance, real estate). Other areas of progress

with Google to develop five innovation hubs and train local talent, and support for entrepreneurship and female participation (A.T. Kearney, MiSK Foundation, 2019). Going ahead, the 'Quality of Life Program' is expected to create around 346,000 jobs, the 'Privatization Program' between 10,000 - 12,000 jobs, the 'NEOM Project' is expected to create 400,000 jobs and the 'Qiddiya Project' as many as 50,000 jobs (Strategic Gears, 2018).

Among the commitments to enable a thriving economy is a realization for the need to close the gap between higher education learning outcomes and job market requirements. To this end, MiSK Academy was founded in 2018 to help address the skills gap facing organizations in the country. As a critical early step, MiSK Academy launched a nationwide research effort to better understand the Saudi job market and its needs. The key findings of this extended study, conducted over five months in 2019, are summarized in this report.

The objective of this report is to provide information related to the sectors, jobs, skills and qualifications that are likely to present the greater workforce opportunities in the coming future. With this information, we hope to enable job seekers, training providers, and employers to take mutually beneficial decisions that collectively help bridge the skills gap in the country.





# Methodology



#### Framework for Job Market Needs Assessment

The detailed study began with a literature review covering reports and studies on global job market trends. Since the economic context in KSA is unique, the trends and drivers outlined in global reports have limited relevance for this study. However, the global reports examined during the review played a critical role in defining the framework of analysis used for this study. In this framework, a job market needs assessment is a layered process, beginning with the identification of priority sectors:



## **Priority Sectors**

Highlighting the priority sectors which would become important in terms of GDP and job growth



#### **In-demand Jobs**

Identifying jobs within these sectors which would be in demand



#### **In-demand Skills**

Identifying skills required for these jobs and sectors

This framework was drawn primarily from The Future of Skills: Employment 2030 report published by Nesta, a UK-based innovation foundation.

## **Selection of Priority Sectors**

The KSA government divides economic activity into 18 sectors. To help shortlist priority sectors that are likely to offer the greatest workforce opportunities in the coming future, the following criteria were applied (data to evaluate these criteria was sourced from GaStat):

The forecast of the number of jobs expected to be created within each sector was based an analysis of employment growth, percentage of workforce that is Saudi, and sector targets for Saudization.



# **GDP** contribution and its growth



## **Number of jobs** expected to be created by 2022

(forecast based on analysis of GaStat data)



Wages and wage growth



#### Regionality

(measured through Herfindahl index of market concentration) ..

In addition to the metrics above, MiSK Academy also considered synergy with its own objectives as an input. A heat map was created using this data to compare sectors across the various criteria, following which the five most promising sectors were selected to be further explored as part of this study.

These five sectors constitute the "first wave" of growing sectors, and the focus of this report. A "second wave" of growing sectors include Accommodation and Food Services, Education, Health and Social Services, and Creative Arts and Entertainment. The job roles and skills aligned to these sectors are not included within this report, however many of the job roles highlighted in five priority sectors also exist across other sectors in the economy.

## **Identification of High-demand Jobs and Skills**

Once the five priority sectors were selected, on-ground research was conducted in three main phases: initial interviews, a workshop, and final interviews. The target audience for interviews included HR managers and directors in the largest companies (by number of employees) in each companies (by number of employees) in each sector. In each sector, a total of 10 companies were included in the sample across the three phases. The on-ground data collection resulted in a comprehensive list of 99 jobs based on number of mentions by the experts. These jobs were scored on both a quantitative and qualitative criterion. The quantitative parameters included: (1) a statistical modelling component, evaluated using LinkedIn data, and (2) a survey component. The qualitative parameters included teachability transferability. These criteria were used to arrive at a list of five in-demand jobs in each of the priority sectors, alongside a decision to not repeat job profiles across sectors in order to showcase a wider universe of key profiles within sectors.

After building the 25 job profiles (see details in Annexure II), skills were selected from these profiles and aggregated into a comprehensive list of 56

skills, classified into three main categories: (1) business skills, (2) digital skills, and (3) soft skills. After classifying the skills, each one was prioritized based on the number of in-demand jobs it can serve.

#### **Gap Analysis: Education and Workforce**

Each of the 25 in-demand jobs was also linked to the academic qualification required for them. Qualifications were further grouped into academic major groups such as Business, Health, Law, and Humanities, to arrive at the top five major groups linked to in-demand jobs. Next, enrollment patterns across these major groups were studied using Ministry of Education data to evaluate enrolment share of major groups aligned to high-demand roles, and their year-on-year enrollment growth. This report provides information that will enable key stakeholders within the workforce and Saudi economy to narrow the skills gap in the country:



# Sectors creating opportunities for the workforce

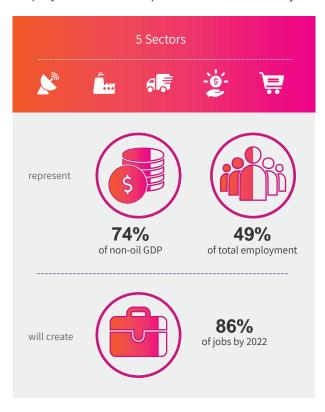


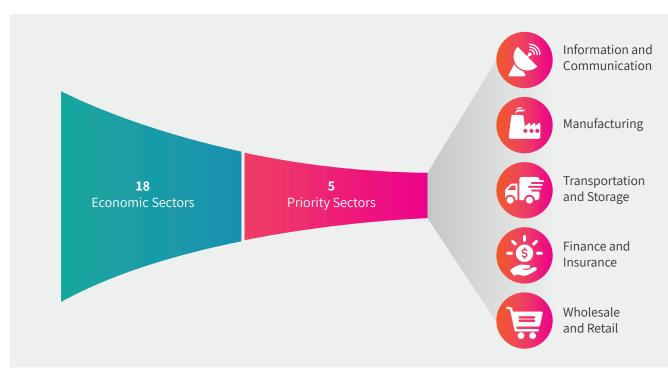
A key output of this study is the identification of economic sectors that hold the opportunities for the workforce in the coming future. While all sectors create jobs and require skilled individuals to fill them, some sectors will lead the way on this front, driven by economic and regulatory factors and trends. We chose to highlight these sectors as they will dominate the human capital requirements in Saudi Arabia in the coming future, and it will be important to ensure adequate availability of skilled individuals to fuel these sectors.

At the same time, many of the job profiles highlighted within these sectors cut across sector boundaries, therefore the roles and skills covered in this report would be also relevant for sectors outside of the ones featured.

Of the 18 economic sectors in Saudi Arabia, five have been identified as priority sectors based on factors that include sector contribution to GDP, new jobs likely to be created, wages, geographic spread, and relevance to MiSK Academy's mission (see details in Annexure I).

These five sectors together currently represent approximately 74% of non-oil GDP and 49% of total employment and are expected to create 86% of jobs





# Job roles with the greatest demand



For each of the five priority sectors, the research team has conducted on-ground research through interviews and workshops with human resource (HR) leaders at the largest companies within those sectors to understand current and future demand of job roles.

Based on inputs from interviews, secondary sources, and internal discussions, 25 jobs, five in each sector, have been identified as key "in-demand" jobs. To provide a wide showcase of roles, a decision was taken to not repeat job profiles across sectors.

While some of the roles may be sector-specific, there are several roles that would exist across most sectors (e.g. Data Analyst, Sales Executive, Project Manager). These roles require a common set of skills which, when acquired, can open doors to a vast array of opportunities across sectors.

For students exploring potential career options, either at the start or at the end of their university education, it would be helpful to learn the types of roles that are in demand within various sectors and ensure that the sector(s) they choose to target for their first job offers roles that are in alignment with their interests and qualifications.

#### **Information and Communication**



Software Developer



Cyber Security Expert



Business Intelligence Specialist



IoT Product Manager



**Quality Assurance Inspector** 

#### Manufacturing



Data Analyst



**Business Process Analyst** 



**Production Supervisor** 



Supply Planner



**Process Engineer** 

#### **Transport and Storage**



Application Developer



**Product Manager** 



Data Engineer/Scientist



**Logistics Coordinator** 



Sales Executive

#### Finance and Insurance



Project Manager



Change Management Officer



Risk Management Analyst



**Business Analyst** 



Quality Assurance Manager

#### Wholesale and Retail



**Brand Manager** 



Graphic Designer



Operations Manager



Digital Marketing Executive



**Business Development Executive** 

# High-demand skills across sectors and roles



While university qualifications can open doors, it is an individual's skill set that drives their professional growth and success. Therefore, focusing on strengthening critical skills is essential for job seekers and working professionals.

Cutting across sectors, we have identified the common skills underlying the 25 highlighted job roles. A total of 56 commonly required skills have been identified, which have then been sorted into three categories and ranked based on the share of new jobs that would require them.

Investment in strengthening skills can be beneficial across all stages of an individual's career trajectory but may be particularly helpful for individuals looking to switch roles within the workforce. Additionally, for mid-career professionals seeking leadership roles and for those within the gig economy, a "hybrid" skillset consisting of diverse elements can be a critical asset.

The findings in this section can be leveraged by job seekers and working professionals to identify high-potential skill areas that they could invest in acquiring or strengthening. Additionally, training providers can use this information as input to the design of their offerings. It is important to note that all the skills featured here are readily teachable and can be acquired or strengthened with effort but within a manageable time frame.

#### **Business Skills**

# Skills that support the effective running of business and bridge technical expertise with on-ground business requirements

Skills with the highest scores and priority for training include:

- 1. Lean/Six Sigma
- 2. CRM
- 3. Operations Management
- 4. 5S Methodology
- 5. Materials Requirement Planning

#### **Business Skills Requirements Across Priority Jobs** Share of Mentions



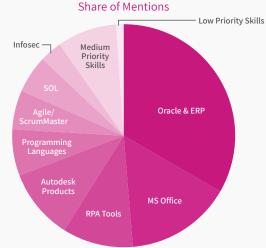
#### **Digital Skills**

# Skills that entail the use of technology to access, manage or communicate information

Skills with the highest scores and priority for training include:

- 1. Oracle & ERP
- 2. MS Office
- 3. Robotic Process Automation (RPA) tools
- 4. Autodesk products (CAD, AutoCAD, Inventor and Vault)
- 5. Programming Languages

# **Digital Skills Requirements Across Priority Jobs**



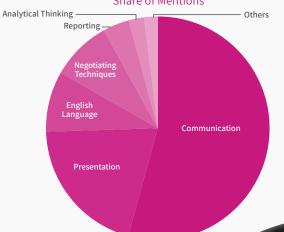
## **Soft Skills**

# The ability to apply social, creative and critical intelligence to problems

Skills with the highest scores and priority for training include:

- 1. Communication
- 2. Presentation
- 3. English Language
- 4. Negotiating Techniques
- 5. Reporting

#### **Business Skills Requirements Across Priority Jobs** Share of Mentions





# Disciplines aligned to high-demand jobs



So far, we have identified priority sectors that hold great promise for the workforce, prominent job roles within these sectors, and the key skills required for these roles. We will extend this analysis one step further and outline in this section the degree qualifications that align to the key job roles within the priority sectors.

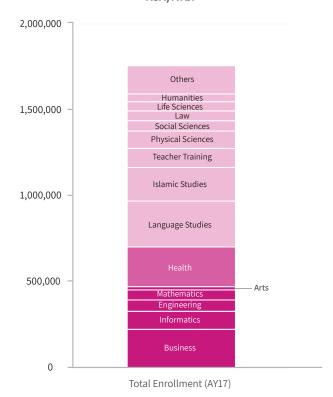
A review of the qualification requirements for the 25 high priority roles in terms of university (undergraduate) discipline reveal five key discipline groups that would best prepare students for these roles:



# Skills Gap Analysis: Tertiary Education and **Industry Needs**

From an analysis of tertiary enrolment across the different discipline groups, it emerges that only 40% of students are enrolled in majors that are linked to high-demand job roles (below), which include the five disciplines highlighted above as well as Health.

#### Saudi Tertiary Enrollment, by Major Group, KSA, AY17





Many students and young graduates may find that attractive career opportunities seem inaccessible to them due to a misalignment in their degree qualification and the needs of the market. To unlock some of these opportunities, graduates could consider building requisite skills through training courses.

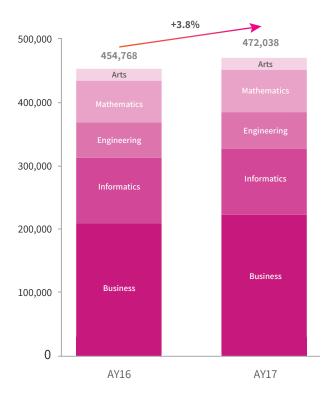
The decision of what skills to focus on will depend in part on the student's existing qualifications as well as sector and role of interest. Training academies and internal company training will play a critical role here in providing counsel as well as skill development support.

For training providers, there is an opportunity for developing suitable re-skilling programs that are specifically targeted at students from certain disciplines who are keen to pivot into high-demand roles.

At a macro-level, however, it is critical that a greater number of students consider majoring in aligned to high-growth career disciplines opportunities. Despite their alignment to workforce needs, the five disciplines have seen an average annual enrolment growth rate of only 3.8% between 2016-17 (right).

These trends, along with the on-ground field research, confirm the need for greater mentorship and career awareness initiatives and support for students who are entering university.

Saudi Tertiary Enrolment, by Major Group, Priority Majors, KSA, AY16-17





# The Way Forward



In April 2019, MiSK Academy embarked on an extensive nationwide study to better understand the needs of the Saudi job market and identify sectors, jobs and skills that are likely to create the greatest opportunities for the Saudi workforce in the coming years. Research for this study included an in-depth analysis of national labor data and in-depth interviews with over 50 of the largest Saudi employers. The research team developed multiple frameworks in order to shortlist the priority sectors and job roles.

By summarizing the most critical findings from this study, we hope this report provides information that will enable job seekers to align their qualifications and skills to the needs of the market, highlight skills that training providers ought to focus on, and help employers better articulate their requirements from job candidates. Specifically, we hope that:

- a) Students and young professionals will be enabled to make informed decisions around their formal education and re-skilling efforts. choosing disciplines and developing skills that open the widest range of opportunities and prepare them best for success in their professional lives.
- b) Education and training providers will learn what employers are seeking in terms of skills and qualifications and respond by creating programs that help build a strong, skilled workforce that can drive the country towards its goals.
- c) **Employers** will gain insights that can help shape their internal training offerings, such that they focus on the critical skills required to enhance their firms' competitive position.

Our hope is that the insights from this study contribute to narrowing the skills gap in KSA and strengthening the nation's human capital.



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# **Annexure I**

# **Profiles of Prioritized Sectors**

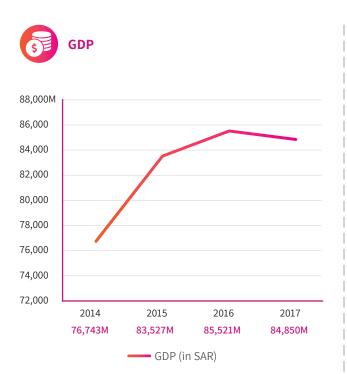






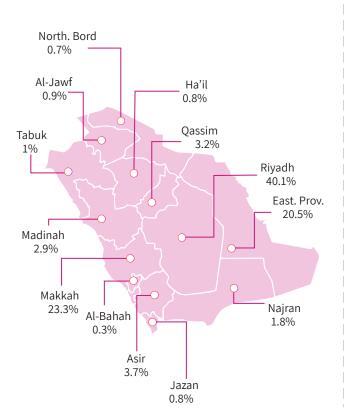


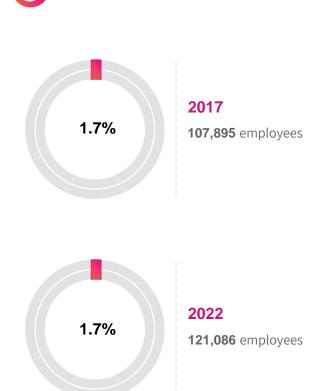
# **Information and Communication**





# Regionality

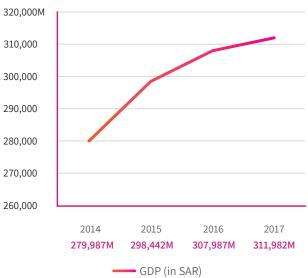




**Share of Employment** 

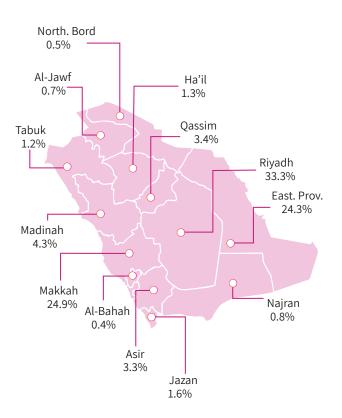
# Manufacturing





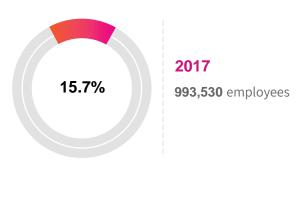


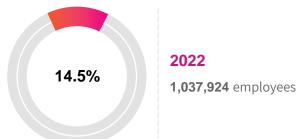
# Regionality



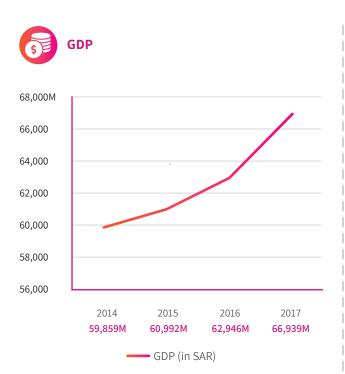


# **Share of Employment**



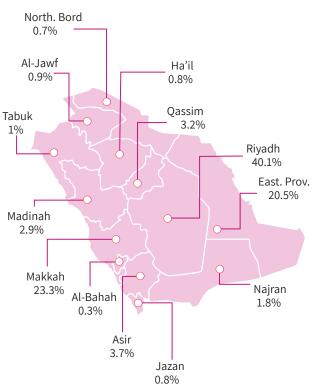


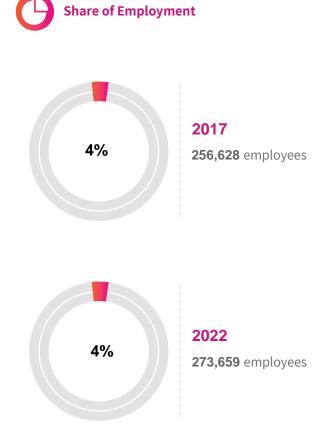
# **Transportation and Storage**



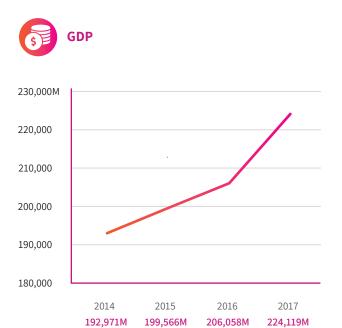


# Regionality North. Bord 0.7%





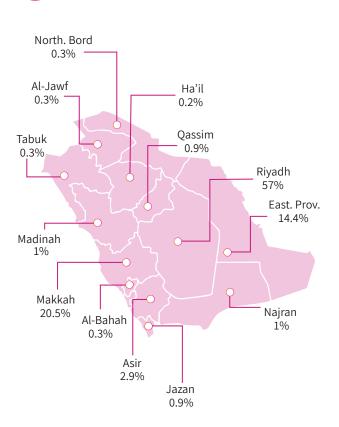
# **Finance and Insurance**

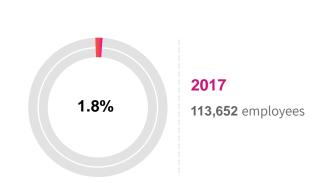


GDP (in SAR)

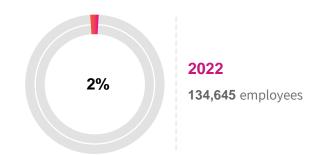


# Regionality

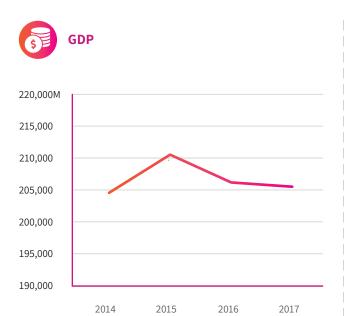




**Share of Employment** 



# Wholesale and Retail



210,543M

GDP (in SAR)

206,176M

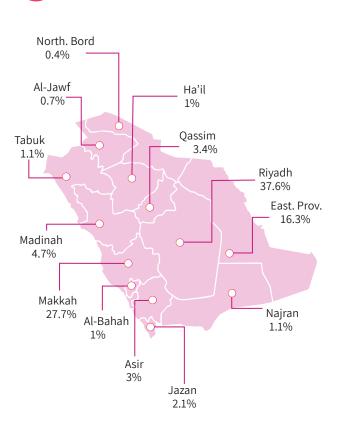
205,517M

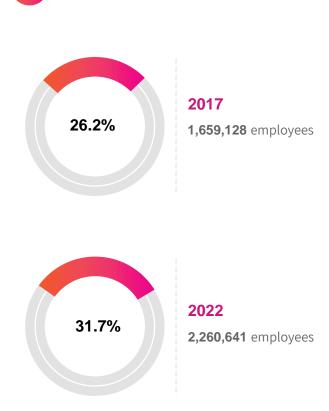


**Share of Employment** 

# Regionality

204,553M







# **Annexure II**

**Profiles of In-demand Job Roles** 









# Job Profile | Software Developer

#### **Information and Communication**



Title: Software Developer



**Department:** Information Technology



Seniority: Entry Level



# Job Purpose

To build and implement efficient and functional programs and systems that serve user needs



#### **Oualifications**



#### **Academic Background**

Bachelor's degree in Computer Science, Software Engineering, Information



#### **Experience**

1+ years of experience in testing and/or software development



#### **Preferred Qualifications**

Six Sigma Certification



#### Skills



#### **Necessary Skills**

- Proficiency in programming languages (PHP, Java, JavaScript)
- Knowledge on Data Loss Prevention (DLP) planning
- Excellent report writing and communication skills



#### **Distinguishing Skills**

- Experience with Agile Methodologies
- · Background in Information Security



# **Job Description**

- Analyze user requirements and convert requirements to design documents to be review by developers and architects
- Work with developers to design algorithms and flowcharts outlining systems capabilities and processes
- Produce clean, efficient code based on specifications
- Integrate software components and third-party programs
- Verify and deploy programs and systems
- Troubleshoot, debug and upgrade existing software
- Work with and assist experienced team members to conduct root cause analysis of issues, review new and existing code and/or perform unit testing
- · Gather and evaluate user feedback
- Recommend and execute improvements
- · Create technical documentation for reference and reporting
- · Create and maintain system documentation and adhere to define coding structure
- Continuously stay up to date on technological developments in the industry
- Communicate effectively and professionally in all forms of communication with internal and external customers
- Maintain confidentiality regarding information being processed, stored or accessed



- Application Developer
- Java Developer
- Software Engineer



# **Job Profile | Cyber Security Officer**

#### **Information and Communication**



Title: Cyber Security Officer



**Department:** Information Technology



Seniority: Entry Level



#### **Job Purpose**

Development and implementation of information security systems to prevent hacks



### **Qualifications**



#### **Academic Background**

Bachelor's degree in Computer Science, MIS, IT, Information Assurance, Information or any related field



#### **Experience**

1+ years of experience in cybersecurity implementation



#### **Preferred Qualifications**

Certified Information Systems Security Professionals (CISSP) or similar (CISM or CISA)



#### **Skills**



#### **Necessary Skills**

- Proficiency in programming languages (PHP, Java, JavaScript)
- Knowledge on Data Loss Prevention (DLP) planning
- Excellent report writing and communication skills



## **Distinguishing Skills**

Familiarity with Networking and Network Operations



# **Job Description**

- Research, develop, implement, test and review an organization's information security in order to protect information and prevent unauthorized access
- Under general direction the Network
   Administration Supervisor design, install and support the Local and Wide Area Networks
- Develop information security and infrastructure goals and objectives that directly support the strategic direction of the company
- Liaison with and offers strategic direction to related governance functions (such as Physical Security/Facilities, Risk Management, IT, HR, Legal and Compliance)
- Working with the Human Resource department, ensure that the suitable information security awareness, training and educational activities and provided to the employee base
- Work with vendors, outside consultants and other third parties to improve information security within the organization
- Lead an incident response team to contain, investigate and prevent future computer security breaches
- Research hardware/software and operating systems and information security literature to maintain current industry knowledge.
- Participate in ongoing training



- Information Security Specialist
- Information Security Risk & Compliance Officer
- Information Security Monitoring Analyst
- Cyber Security Analyst



# Job Profile | Business Intelligence Specialist

#### **Information and Communication**



Title: Business Intelligence Specialist



**Department:** Information Technology/ **Project Management** 



Seniority: Entry Level



### **Job Purpose**

To create and manage BI and analytics solutions that turn data into knowledge



#### **Oualifications**



#### **Academic Background**

Bachelor's degree in Finance, Mathematics, Economics, Computer Science or Statistics



#### **Experience**

1+ years with hands-on data warehousing experience



#### **Skills**



#### **Necessary Skills**

- Background in data warehouse design and database management systems (SQL)
- BI technologies (e.g. Microsoft Power BI, Oracle BI, Tableau) planning



#### **Distinguishing Skills**

- · Business Modeling
- · Business Process Testing
- Enterprise and Business Architecture



## **Job Description**

- Translate business needs to technical specifications
- · Design, build and deploy BI solutions (e.g. reporting tools)
- Maintain and support data analytics platforms (e.g. MicroStrategy)
- Create tools to store data (e.g. OLAP cubes)
- · Conduct unit testing and troubleshooting
- Evaluate and improve existing BI systems
- Collaborate with teams to integrate systems
- Develop and execute database queries and conduct analyses
- Create visualizations and reports for requested projects
- Develop and update technical documentation
- · Assist with BI Requirements Gathering (data mining, data mapping)



- Systems Analyst
- Business Intelligence Developer
- Business Intelligence Analyst



# **Job Profile** Internet of Things (IoT) Product Manager

#### **Information and Communication**



Title: IoT Product Manager



**Department:** Information Technology/ **Project Management** 



Seniority: Mid Level



#### **Job Purpose**

To lead the management software product definition, provide leadership and direction in developing and maintaining the larger IoT experience, be responsible for pricing, go to market planning and facilitate cross functional roadmaps with other product managers



#### **Oualifications**



#### **Academic Background**

Bachelor's degree in Electrical Engineering, Software Engineering, Computer Science or any related field



#### **Experience**

3+ years of experience in product management



### **Preferred Qualifications**

MBA



## **Skills**



# **Necessary Skills**

- Product ownership
- Operational management
- Software development and web technologies
- Stakeholder management
- Effective communication skills



# **Distinguishing Skills**

Experience with Agile/Scrum development methodologies



# **Job Description**

- Analyze and understand IoT hardware/software management ecosystem, market trends and customer needs
- Lead the development of timely business, economic, market and competitive intelligence analysis to support strategic planning initiatives and penetrate new markets
- Be close to the customer, deeply understand voice of customer (VOC) needs, and measure ongoing customer satisfaction
- Articulate and document the product vision strategy and define the target market in line with market trends, customer needs and company strategy
- Define and execute the product strategy for IoT products; includes new product development opportunity assessments and product improvement recommendations
- Define and develop the product value proposition
- Define product functional requirements
- Define a pricing strategy for the product(s)
- Develop alternative business model options
- Guide product development project throughout the build/launch process to ensure delivery of the right product to market, within the agreed timescales
- Track the product(s) P&L, revenue, new business and profitability including competitive pricing of the product(s) in the marketplace to achieve desired sales volumes/optimized profit
- Develop and run the product roadmap throughout the lifecycle from conception to retirement



- **IoT Solution Architect**
- IoT Developer
- Data Scientist



# Job Profile | Quality Assurance (QA) Inspector

#### **Information and Communication**



Title: Quality Assurance Inspector



**Department:** Information Technology/ **Quality Assurance** 



Seniority: Entry Level



#### **Job Purpose**

To assess software quality through manual and automated testing, as well as finding and reporting bugs and glitches



#### Qualifications



## **Academic Background**

Bachelor's degree in Computer Science, Software Engineering, Information Management or any related field



#### **Experience**

1+ years of experience in testing and/or software development



#### **Preferred Qualifications**

Six Sigma Certification



#### **Skills**



#### **Necessary Skills**

- · Data platform testing
- Data management systems
- · Programming languages
- · Excellent communication and reporting skills
- Stakeholder management



#### **Distinguishing Skills**

- Project Management
- Agile Software Development
- Test Automation



## **Job Description**

- Devise procedures to inspect and report quality issues
- Monitor all operations that affect quality
- · Supervise and guide inspectors, technicians and other staff
- · Assure the reliability and consistency of production by checking processes and final output
- Appraise customers' requirements and make sure they are satisfied
- Report all malfunctions to production executives to ensure immediate action
- Facilitate proactive solutions by collecting and analyzing quality data
- Review current standards and policies
- Keep records of quality reports, statistical reviews and relevant documentation
- Ensure all legal standards are met



- · Software QA Engineer
- · Quality Inspector
- Quality Assurance Tester
- Quality Assurance Engineer
- Quality Control Officer



# Job Profile | Data Analyst

#### Manufacturing



Title: Data Analyst



**Department:** Information Technology



Seniority: Entry Level



#### **Job Purpose**

To turn data into information, information into insight and insight into business decisions



#### Qualifications



#### **Academic Background**

Bachelor's degree in Mathematics, Economics, Computer Science, Information Management or Statistics



#### **Experience**

1+ years of experience in data analysis in manufacturing



#### **Preferred Qualifications**

- Scrum Master Certification
- Agile Certified Practitioner



#### **Skills**



## **Necessary Skills**

- Data modeling, database design development, data mining and segmentation techniques
- Programming languages (Java, Python, HTML,...)
- Business objects and database scripting with SQL
- Knowledge in reporting packages
- Strong analytical skills
- Communication and presentation skills



## **Job Description**

- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, analyze, and interpret trends or patterns in complex data sets
- Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems
- Work with management to prioritize business and information needs
- Locate and define new process improvement opportunities
- Develop data-driven approaches and infrastructure to inform and accelerate product innovation, product design, and product development.
- Work with cross-functional teams to gather, wrangle, cleanse, structure, and build models that are distributed to the greater R&D team and aligned with organizational goals
- Apply data analytics to enable new revenue-generating business models and improve underlying business processes for cost savings



- Business Analyst
- Data Analytics Expert
- Data Quality Analyst



# Job Profile | Business Process Analyst

Manufacturing



Title: Business Process Analyst



**Department:** Information Technology



Seniority: Entry - Mid Level



#### **Job Purpose**

To structure a large amount of information within a process framework to map, design and automate operational processes using technologies and change management strategies



#### **Oualifications**



#### **Academic Background**

Bachelor's degree in Computer Science, Information Management, Mathematics, Engineering, Business, Statistics or any related field



#### **Experience**

2+ years of experience in IT and/or operations



#### **Preferred Qualifications**

- Lean / Six Sigma Certification
- BPM Certification (AIIM BPM Certificate, CBPP)



#### Skills



#### **Necessary Skills**

- Analytical and problem-solving skills
- · Stakeholder management and communication
- Project management
- Presentation skills
- · Structural thinking



#### **Distinguishing Skills**

- Understanding of ERP
- Familiarity with Business Process Management Software (BPMS)
- Familiarity with change management principles



#### **Job Description**

- Apply design thinking skills, conceptual knowledge of business processes and technology to solve complex business process and procedural problems
- · Identify opportunities to maximize current technology investments and optimize system processes and data flows
- Assess new technology and concepts that can add value to the business
- Facilitate appropriate business involvement in projects and contribute expertise to build ownership for solutions
- Assist with planning for project implementation, coordinating tasks with both business and it teams for complex global implementations to include design, testing, implementation & documentation, timelines, business requirements, regulatory requirements, and global standards
- Analyze business processes and workflows with the objective of finding out how they can be improved or automated
- Facilitate process workshops, after which they document any information elicited using process maps and business requirements documents
- Documenting procedures and presenting new process designs to stakeholders for discussion
- · Managing process change
- Educating business users responsible for managing and operating business processes
- Monitoring, measuring and providing feedback on process performance
- Facilitating process workshops that involve eliciting process requirements and liaising with users



#### **Similar Jobs**

Business Process Improvement Specialist



# Job Profile | Production Supervisor

#### Manufacturing



Title: Production Supervisor



**Department:** Manufacturing



Seniority: Mid Level



## **Job Purpose**

To oversee the production operations, optimize day-to-day activities while minimizing cost to ensure that production processes deliver products of maximum quality in a profitable manner



#### **Oualifications**



#### **Academic Background**

Diploma or Technical degree in manufacturing or any related field



#### **Experience**

5+ years of experience working in a manufacturing



#### **Preferred Qualifications**

Bachelor's degree in engineering disciplines



#### **Skills**



## **Necessary Skills**

- Experience in using various types of manufacturing machinery and tools
- MS office skills
- Organizational and leadership skills
- Communication and problem solving
- Operations Management



#### **Distinguishing Skills**

- Familiarity with quality management systems (QMS)
- Familiarity with 5S methodology of workplace organization



# **Job Description**

- · Set daily/weekly/monthly objectives and communicate them to employees
- Organize workflow by assigning responsibilities and preparing schedules
- · Oversee and coach employees
- Ensure the safe use of equipment and schedule regular maintenance
- · Check production output according to specifications
- Submit reports on performance and progress
- Identify issues in efficiency and suggest improvements
- Train new employees on how to safely use machinery and follow procedures
- Enforce strict safety guidelines and company standards
- Solve technician and people related issues
- Hold employees accountable for completing the tasks assigned



#### **Similar Jobs**

• Manufacturing Coordinator



# Job Profile | Supply Planner

Manufacturing



Title: Supply Planner



**Department:** Procurement



Seniority: Entry - Mid Level



## **Job Purpose**

To anticipate and maintain inventory levels in order with the ultimate goal of increasing efficiency and reducing cost to keep a business functioning



#### **Oualifications**



#### **Academic Background**

Bachelor's degree in Industrial Engineering, Management Information Systems, Business, Economics or a relevant field



#### **Experience**

+1 year of experience in supply chain/inventory management



## **Preferred Qualifications**

- Certified Supply Chain Professional (CSCP)
- Six Sigma Certification



#### Skills



## **Necessary Skills**

- Supply chain and inventory management
- Mathematical/statistical knowledge
- Negotiation Skills and Communication



#### **Distinguishing Skills**

- Knowledge of Materials Requirement Planning (MRP)
- Familiarity with Oracle & ERP\*
- Knowledge in BI tools (SQL, Tableau, etc.)



# **Job Description**

- Continuously monitor and count inventory not just in the storefront, but also located in storages, warehouses and backrooms
- Keep track of inventory per location, as well as the total amount required for the overall business needs
- Use analytical models and mathematical analysis to determine an average number of supplies required per business location per time period
- Determine alternate storage needs and research possible solutions to store the items that will meet budget, security and location needs
- Seek out ways to improve the entire supply chain process and minimize cost through negotiating with current vendors or seek out new vendors that can offer lower prices
- Understand and apply Sales & Operations (S&OP) processes



- Supply Chain Coordinator
- Supply Chain Executive
- Supply Analyst



# Job Profile | Process Engineer

**Manufacturing** 



Title: Process Engineer



**Department:** Manufacturing/Production



Seniority: Entry Level



# **Job Purpose**

To be responsible for the process design, operation and implementation and improve industrial processes in order to maintain efficiency, reduce cost, improve sustainability and maximize profitability



#### **Qualifications**



## **Academic Background**

Bachelor's degree in Mechanical, Electrical, Electronics, Industrial, Mechatronics or any relevant engineering degree



#### **Experience**

0 years of experience in a manufacturing environment



# **Preferred Qualifications**

- Six Sigma and Lean Manufacturing Practices
- Certified Business Process Professional (CBPP)



#### Skills



#### **Necessary Skills**

- Experience with Autodesk products (CAD, AutoCAD, Inventor and Vault)
- Process simulation principles and tools
- Communication and reporting skills
- Presentation skills
- Change management



## **Distinguishing Skills**

- Familiarity with Robotic Process Automation (RPA) tools
- Risk management



# **Job Description**

- Develop, configure and optimize industrial processes from inception through to start up and certification
- Assess processes, take measurements and interpret data
- Design, run, test and upgrade systems and processes
- Develop best practices, routines and innovative solutions to improve production rates and quality of output
- Perform process simulations
- Manage cost and time constraints
- · Perform risk assessments
- Provide process documentation and operating instructions



# Job Profile | Application Developer

#### **Transportation and Storage**



Title: Application Developer



**Department:** Information Technology



Seniority: Entry Level



# Job Purpose

Design and code functional programs and applications



#### Qualifications



#### **Academic Background**

Bachelor's degree in Computer Science or any relevant field



#### **Experience**

1+ years of experience in application/ software



#### **Preferred Qualifications**

- Certified application developer
- MSc/MA in software engineering



#### **Skills**



#### **Necessary Skills**

- Ability to program in at least one programming language such as C#, Java (J2EE) etc.
- Excellent understanding of software design and programming principles
- Analytical thinking and problem-solving capability



#### **Distinguishing Skills**

Familiarity in Agile software development



# **Job Description**

- Understand client requirements and how they translate in application features
- Collaborate with a team of IT professionals to set specifications for new applications
- · Design creative prototypes according to specifications
- Write high quality source code to program complete applications within deadlines
- Perform unit and integration testing before launch
- Conduct functional and non-functional testing
- Troubleshoot and debug applications
- Evaluate existing applications to reprogram, update and add new features
- Develop technical documents and handbooks to accurately represent application design and code



- Java Developer
- Web Developer
- Software Engineer
- Software Developer



# Job Profile | Product Manager

#### **Transportation and Storage**



Title: Product Manager



**Department:** Product Management



Seniority: Mid Level



# **Job Purpose**

To design, build and roll-out products that deliver the company's vision and strategy



### Qualifications



#### **Academic Background**

Bachelor's degree in Computer Science, Engineering or relevant field



#### **Experience**

+2 year experience in product management development



#### **Preferred Qualifications**

- Certified Product Manager (CPM)
- Certified Product Marketing Manager (CPMM)



#### Skills



#### **Necessary Skills**

- Ability to develop product and marketing strategies
- Solid background in software development and web technologies
- · Strong problem-solving skills
- Excellent written and verbal communication and presentation skills



## **Distinguishing Skills**

Knowledge in human psychology



# **Job Description**

- Gain a deep understanding of customer experience, identify and fill product gaps and generate new ideas that grow market share, improve customer experience and drive growth
- Create buy-in for the product vision both internally and with key external partners
- Develop product pricing and positioning strategies
- Translate product strategy into detailed requirements and prototypes
- Scope and prioritize activities based on business and customer impact
- Work closely with engineering teams to deliver with quick time-to-market and optimal resources
- Drive product launches including working with public relations team, executives, and other product management team members
- Evaluate promotional plans to ensure that they are consistent with product line strategy and that the message is effectively conveyed
- Act as a product evangelist to build awareness and understanding
- · Represent the company by visiting customers to solicit feedback on company products and services



# Job Profile | Data Engineer

### **Transportation and Storage**



Title: Data Engineer



**Department:** Information Technology/ Engineering



**Seniority:** Entry Level



#### Job Purpose

Analyze large amounts of raw information to find patterns that will help improve our company



#### **Oualifications**



## **Academic Background**

Bachelor's degree in Computer Science, Engineering or relevant field



#### **Experience**

1+ years of experience in data science or data analysis



## **Preferred Qualifications**

Graduate degree in Data Science or any other quantitative field



#### **Skills**



# **Necessary Skills**

- · Analytical thinking and business acumen
- Strong mathematics skills
- Problem-solving aptitude
- Excellent communication and presentation skills
- Understanding of machine learning and operations research



#### **Distinguishing Skills**

- Knowledge of R, SQL and Python
- Familiarity with Scala, Java or C++



# **Job Description**

- Identify valuable data sources and automate collection processes
- Undertake preprocessing of structured and unstructured data
- Analyze large amounts of information to discover trends and patterns
- Build predictive models and machine learning algorithms
- Combine models through ensemble modeling
- Present information using data visualization techniques
- Propose solutions and strategies to business challenges
- Collaborate with engineering and product development teams



- Data Scientist
- Information and Data Architect
- Data Analyst



# **Job Profile | Logistics Coordinator**

#### **Transportation and Storage**



Title: Logistics Coordinator



**Department:** Procurement



Seniority: Entry - Mid Level



## **Job Purpose**

Oversee and facilitate the supply chain operations of the company



#### Qualifications



#### **Academic Background**

Bachelor's degree in Business Administration, Supply Chain Management or any relevant field



#### Experience

+1 year experience in logistics or supply chain management



## **Preferred Qualifications**

**CRM Certificate** 



## **Skills**



#### **Necessary Skills**

- Knowledge of laws, regulations and ISO requirements
- · Ability to work with little supervision and track multiple processes
- Knowledge of logistics software (ERP)
- Excellent communication and interpersonal skills



#### **Distinguishing Skills**

Experience in customer service



# **Job Description**

- Coordinate and monitor supply chain operations
- Ensure premises, assets and communication ways are used effectively
- Utilize logistics information technology to optimize procedures
- Recruit and coordinate logistics staff (E.g. truck drivers) according to availabilities and requirements
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Communicate with suppliers, retailers, customers etc. To achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements
- · Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management



- · Logistics Supervisor
- · Logistics Analyst



# Job Profile | Sales Executive

### **Transportation and Storage**



Title: Sales Executive



**Department:** Sales



Seniority: Entry Level



# Job Purpose

Discovering and pursuing new sales prospects, negotiating deals and maintaining customer satisfaction



### **Oualifications**



### **Academic Background**

Diploma in Sales, Marketing, Operations or **Business** 



#### **Experience**

0-2 years of experience in sales



# **Preferred Qualifications**

Bachelor's degree in business administration or any related field



#### **Skills**



#### **Necessary Skills**

- Proficiency in English
- Excellent knowledge of MS Office
- · Thorough understanding of negotiating techniques
- Communication and presentation skills



# **Job Description**

- · Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking and social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections
- Collaborate with team members to achieve better results
- · Gather feedback from customers or prospects and share with internal teams



#### Similar Jobs

· Sales Specialist



# **Distinguishing Skills**

Experience in using CRM tools



# Job Profile | Project Manager

#### **Finance and Insurance**



Title: Project Manager



**Department:** Management



Seniority: Mid Level



# Job Purpose

To manage all project related activities and managing stakeholders



# Qualifications



#### **Academic Background**

Bachelor's in Business Management, Finance, Accounting



#### **Experience**

3+ years of experience in project management



### **Preferred Qualifications**

PMP/PRINCE II certification is a plus



### **Skills**



#### **Necessary Skills**

- Project management principles and tools
- Strong knowledge of Microsoft Office
- Excellent written and verbal communication skills
- Solid organizational skills including attention



#### **Distinguishing Skills**

Risk management



- · Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on time, within scope and within budget
- · Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- · Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- · Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation



# Job Profile | Change Management Officer

#### **Finance and Insurance**



**Title:** Change Management Officer



**Department:** Management



Seniority: Senior Level



# **Job Purpose**

Apply change management processes and tools to adopt change required by the department/organization



#### **Oualifications**



#### **Academic Background**

Bachelor's degree in Business Management, Finance, Accounting, MIS, or any relevant field



#### **Experience**

5+ years of experience in change management



#### **Preferred Qualifications**

Change management certification



#### **Skills**



#### **Necessary Skills**

- Understanding change management principles
- Exceptional communication skills, both written and verbal
- Excellent active listening skills
- Ability to influence others and move toward a common vision or goal
- Human resource principles



#### **Distinguishing Skills**

Familiarity with project management



# **Job Description**

- Apply a structured methodology and lead change management activities
- Apply a change management process and tools to create a strategy to support adoption of the changes required by a project or initiative
- Support communication efforts
- Support the design, development, delivery and management of communications
- · Assess the change impact
- · Conduct impact analyses, assess change readiness and identify key stakeholders
- Support training efforts through provide input, document requirements and support the design and delivery of training programs
- Complete change management assessments
- Identify, analyze and prepare risk mitigation tactics
- Identify and manage anticipated resistance
- Create actionable deliverables for the five change management levers: communications plan, sponsor roadmap, coaching plan, training plan, resistance management plan
- Define and measure success metrics and monitor change progress
- Manage the change portfolio
- Support, engage and coach supervisors, managers and senior leaders
- Support organizational design and definition of roles and responsibilities
- · Integrate change management activities into project plan
- Manage stakeholders



#### **Similar Jobs**

- **Business Readiness Lead**
- Implementation Specialist
- Business Transition Analyst
- Business Transformation Officer
- · Change Realization Lead



# Job Profile | Risk Management Analyst

#### **Finance and Insurance**



Title: Risk Management Analyst



**Department:** Finance



Seniority: Mid Level



#### **Job Purpose**

Identifying risks (business, financial) and trying to minimize them



#### Qualifications



#### **Academic Background**

Bachelor's degree in Business Management, Finance, Accounting



#### **Experience**

2+ years experience in a relevant role



# **Preferred Qualifications**

Risk management certificate



# **Skills**



#### **Necessary Skills**

- · Ability to exercise sound judgment in making critical decisions
- Skill in completing assignments accurately and with attention to detail
- Ability to communicate effectively in both oral and written form



## **Distinguishing Skills**

Knowledge of financial management principles



# **Job Description**

- Perform a variety of data analytics to support the needs, goals, and objectives of the institution
- · Analyze information in reports to support the department's planning needs, goals, and objectives
- Design, develop, and maintain a dashboard of key information and balanced scorecards
- Develop procedures for input to the database by analyzing variables and optimizing algorithms to maximize utilization in assigned area
- · Participate in risk management activities and ensures compliance with standards and regulations
- · Establish and maintain a positive working relationship with clients, agencies, and coworkers to promote a quality service image
- Perform financial and accounting duties for the Risk Management department including, billing and invoicing, journal entries, account reconciliations, ad-hoc bank transactions and other transactions
- Manage consulting agreements for the Risk Management department
- Department liaison for all financial inquiries



#### **Similar Jobs**

- Risk Analytics Specialist
- Operational Risk Specialist
- Risk Manager
- Risk Assessment Specialist Lead



# Job Profile | Business Analyst

#### Finance and Insurance



Title: Business Analyst



**Department:** Strategy/Project Management



Seniority: Mid Level



#### Job Purpose

Serve as the vital link between our information technology capacity and the business objectives through supporting and ensuring the successful completion of analytical, building, testing and deployment tasks of the software product's features



#### **Oualifications**



#### **Academic Background**

Bachelor's in IT, Computer Science, Statistics, Finance or any relevant field



### **Experience**

2+ years of experience in Business/ Systems Analysis



#### **Preferred Qualifications**

SQL Certificate



### **Skills**



#### **Necessary Skills**

- Analyzing data to draw business-relevant conclusions
- Data visualization techniques and tools
- Writing SQL queries
- Basic knowledge in generating process documentation
- Communication and reporting skills



#### **Distinguishing Skills**

Familiarity with risk management principles



- Define configuration specifications and business analysis requirements
- Define reporting and alerting requirements
- Define configuration specifications and business analysis requirements
- Perform quality assurance
- Define reporting and alerting requirements
- Own and develop relationship with partners, working with them to optimize and enhance our integration
- Help design, document and maintain system processes
- Report on common sources of technical issues or questions and make recommendations to product team
- · Communicate key insights and findings to product team
- Constantly be on the lookout for ways to improve monitoring, discover issues and deliver better value to the customer



# Job Profile | Quality Assurance Manager

#### **Finance and Insurance**



Title: Quality Assurance Manager



**Department:** Quality



Seniority: Mid - Senior Level



# **Job Purpose**

Ensure that all external and internal requirements are met before the product reaches customers



#### Qualifications



#### **Academic Background**

Bachelor's degree in Business Administration or any relevant field



#### **Experience**

3+ years of experience in quality assurance at a managerial level



#### **Preferred Qualifications**

Certification of quality control (ISO 9000 etc.)



#### **Skills**



#### **Necessary Skills**

- Familiarity with total quality management
- Excellent numerical skills and understanding of data analysis/statistical methods
- Good knowledge of MS Office and databases
- Communication, reporting, presentation skills
- Great attention to detail and a results driven approach
- Excellent organizational and leadership abilities



- Devise procedures to inspect and report quality issues
- · Monitor all operations that affect quality
- Supervise and guide inspectors, technicians and other staff
- Assure the reliability and consistency of production by checking processes and final output
- Appraise customers' requirements and make sure they are satisfied
- Report all malfunctions to production executives to ensure immediate action
- Facilitate proactive solutions by collecting and analyzing quality data
- · Review current standards and policies
- Keep records of quality reports, statistical reviews and relevant documentation
- Ensure all legal standards are met



# Job Profile | Brand Manager

#### **Wholesale and Retail**



Title: Brand Manager



**Department:** Marketing



Seniority: Mid - Senior Level



#### **Job Purpose**

Participate in designing and implementing effective marketing strategies to build a brand and increase customer engagement



#### **Oualifications**



## **Academic Background**

Bachelor's degree in Marketing, Business Administration or any related field



#### **Experience**

3+ years of experience in brand management



#### **Preferred Qualifications**

- Certified CRM
- Master's degree in branding



#### **Skills**



#### **Necessary Skills**

- Strong analytical skills with a creative
- Data-driven thinking and an affinity for numbers
- Outstanding communication skills
- · Up-to-date with latest trends and marketing best practices
- · Excellent understanding of the full marketing mix



- Analyze brand positioning and consumer insights
- Shape and communicate our vision and mission
- Translate brand elements into plans and go-to-market strategies
- Manage a team of marketing people working on brand initiatives
- Lead creative development to motivate the target audience to "take action"
- · Establish performance specifications, cost and price parameters, market applications and sales estimates
- Measure and report performance of all marketing campaigns, and assess ROI and KPIs
- Monitor market trends, research consumer markets and competitors' activities
- · Oversee new and ongoing marketing and advertising activities
- Monitor product distribution and consumer reactions
- · Devise innovative growth strategies
- Align the company around the brand's direction, choices and tactics
- Lead projects and teams



# Job Profile | Graphic Designer

Wholesale and Retail



Title: Graphic Designer



**Department:** Creativity/Marketing



Seniority: Entry level



# **Job Purpose**

The entire process of defining requirements, visualizing and creating graphics including illustrations, logos, layouts and photos



#### **Oualifications**



## **Academic Background**

Bachelor's degree in Marketing, Business Administration or any related field



#### **Experience**

3+ years of experience in brand management



#### **Preferred Qualifications**

- Certified CRM
- Master's degree in branding



#### **Skills**



#### **Necessary Skills**

- A strong portfolio of illustrations or other graphics
- · Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop)
- A keen eye for aesthetics and details
- Excellent communication skills



- Conceptualizevisuals based on requirements
- Creating images and layouts by hand or using design software
- Testing graphics across various media
- Study design briefs and determine requirements
- Schedule projects and define budget constraints
- Conceptualize visuals based on requirements
- Prepare rough drafts and present ideas
- Develop illustrations, logos and other designs using software or by hand
- Use appropriate colors and layouts for each graphic
- Work with copywriters and creative director to produce final design
- Test graphics across various media
- Amend designs after feedback
- Ensure final graphics and layouts are visually appealing and on-brand



# Job Profile | Operations Manager

**Wholesale and Retail** 



Title: Operations Manager



**Department:** Operations



**Seniority:** Mid -Senior Level



**Job Purpose** 

To coordinate and oversee organization's operations



#### **Oualifications**



### **Academic Background**

Bachelor's degree in Business, Operations Management, Engineering or any relevant field



#### **Experience**

5+ years of experience in operations management



## **Preferred Qualifications**

Master's degree in operations management or any related field



## **Skills**



#### **Necessary Skills**

- Strong organizational and analytical skills
- Leadership skills
- Familiarity with financial principles
- · Budgeting and forecasting
- Resource management
- Communication and reporting skills



# **Distinguishing Skills**

- · Proficiency in SQL
- Data modeling and visualization



- Ensure all operations are carried on in an appropriate, cost-effective way
- Improve operational management systems, processes and best practices
- Purchase materials, plan inventory and oversee warehouse efficiency
- Help the organization's processes remain legally compliant
- Formulate strategic and operational objectives
- Examine financial data and use them to improve profitability
- Manage budgets and forecasts
- Perform quality controls and monitor production **KPIs**
- Recruit, train and supervise staff
- Find ways to increase quality of customer service



# Job Profile | Digital Marketing Executive

Wholesale and Retail



Title: Digital Marketing Executive



**Department:** Marketing



**Seniority:** Entry Level



#### **Job Purpose**

To assist in the planning, execution and optimization of the online marketing efforts



#### **Oualifications**



### **Academic Background**

Bachelor's degree in Marketing, Business or any related field



#### **Experience**

0 years of experience in digital marketing



# **Preferred Qualifications**

Google AdWords Certification



#### **Skills**



### **Necessary Skills**

- Experience with B2C social media, Google AdWords and email campaigns and SEO/SEM (\*)
- Knowledge of web analytics tools (e.g. Google Analytics, NetInsight, WebTrends etc.)



#### **Distinguishing Skills**

Familiarity with analytics tools



- Assist in the formulation of strategies to build a lasting digital connection with consumers
- Plan and monitor the ongoing company presence on social media (Twitter, Facebook etc.)
- Launch optimized online adverts through Google AdWords, Facebook etc. to increase company and brand awareness
- Be actively involved in SEO efforts (keyword, image optimization etc.)
- Prepare online newsletters and promotional emails and organize their distribution through various channels
- · Provide creative ideas for content marketing and update website
- Collaborate with designers to improve user experience
- Measure performance of digital marketing efforts using a variety of Web analytics tools (Google Analytics, WebTrends etc.)
- Acquire insight in online marketing trends and keep strategies up-to-date
- · Maintain partnerships with media agencies and vendors
- Brainstorm and develop ideas for creative digital marketing campaigns
- Plan and execute initiatives to reach the target audience through appropriate channels
- Assist in analyzing marketing data (campaign results, conversion rates, etc.) to help in future marketing strategies
- Regularly track and get insights into competitors> strategies



# Job Profile | Business Development Executive

**Wholesale and Retail** 



Title: Business Development Executive



**Department:** Management/Sales



Seniority: Entry Level



#### **Job Purpose**

Seek new business opportunities by contacting and developing relationships with potential customers



#### **Oualifications**



### **Academic Background**

Bachelor's degree in Business Administration or Marketing



#### **Experience**

2-0 years of experience in sales or business development



# **Preferred Qualifications**

**CRM Certificate** 



#### **Skills**



### **Necessary Skills**

- Business development skills
- Experience with CRM software (e.g. Salesforce)
- Familiarity with MS Excel (analyzing spreadsheets and charts)
- Excellent communication and negotiation skills
- Ability to deliver engaging presentations



- Qualify leads from marketing campaigns as sales opportunities
- · Contact potential clients through cold calls and emails
- Present our company to potential clients
- Identify client needs and suggest appropriate products/services
- Customize product solutions to increase customer satisfaction
- Build long-term trusting relationships with clients
- Proactively seek new business opportunities in the market
- Set up meetings or calls between (prospective) clients and Account Executives
- Report to the Business Development Manager on (weekly/monthly/quarterly) sales results
- Stay up-to-date with new products/services and new pricing/payment plans



# **About this report**

This report summarizes key findings from a detailed study on the Saudi job market that was conducted through the months of April to August 2019. The study seeks to identify economic sectors, job profiles, and skills that hold great promise for the KSA workforce in the coming future. Sectors of priority have been selected based on multiple factors that include contribution to GDP, wage and wage growth, expected contribution to new jobs, and geographic spread. Key inputs to the findings include analysis of published government statistics on the labor market and tertiary enrolment alongside dozens of employer interviews across sectors.

The findings of the report are intended to serve each of the key stakeholders of the Saudi workforce: job seekers, employers, and training providers. Through this report, we hope to enable decisions that help bridge the skills gap, strengthen KSA's human capital, and contribute to the fulfilment of the Saudi Vision 2030.

To request further details on the findings from the extended study, you can contact us at academy@ misk.org.sa

# **About MiSK Academy**

An independent subsidiary of the Prince Mohammed bin Salman (MiSK) Foundation, MiSK Academy is a professional education body with a continuously evolving portfolio of programs in career acceleration and leadership development. Its primary objective is to enable job-readiness through cutting-edge, career-focused educational experiences delivered by leading professional educators with proven track records in career advancement and employability. The Academy's programs focus on leadership, technology and digital media - serving the evolving needs of professional audiences within the Saudi and global economy.

To learn more, visit www.miskacademy.edu.sa

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