

# Almarai Jobs – Full Recruitment Guide & Templates

## 1. Full Recruitment Calendar by Position & Department

Position / Department	Peak Hiring Period (Strategic)	Insider Tips
<b>Driver – HTV (Heavy Truck Vehicle)</b>	January – March	Demand peaks for bulk distribution before seasonal campaigns.
<b>Driver – LTV (Light Truck Vehicle)</b>	February – April	Focus on clean driving record and familiarity with delivery routes.
<b>Driver – Trailer</b>	January – March	Highlight heavy vehicle certifications and cross-border driving experience.
<b>Driver – Delivery Van</b>	Year-round, peak in Ramadan	Emphasize punctuality and ability to handle perishable goods.
<b>Packing &amp; Quality Control</b>	March – April, September	Mention experience with food safety and ISO standards.
<b>Sales Executive</b>	September – October, March	Apply before major promotions; showcase sales KPIs.
<b>Senior Sales Executive</b>	February – March, August	Provide portfolio of large account wins and leadership experience.
<b>Marketing Specialist</b>	August – September	Highlight FMCG campaign experience and digital marketing skills.
<b>Senior Marketing Specialist</b>	July – August	Emphasize strategic planning for product launches.
<b>Production Manager – Marketing Division</b>	January – February	Focus on cross-department project leadership experience.
<b>Farm Operations Staff</b>	April – June	Demonstrate knowledge of livestock care and farm machinery.
<b>Machine Operator</b>	March – April	Highlight technical certifications and safety compliance.
<b>Senior Machine Operator</b>	February – March	Show leadership in production line efficiency improvements.

<b>Technical Support</b>	May – June	Emphasize troubleshooting and multi-system expertise.
<b>Admin &amp; HR</b>	June – July	Highlight HRIS knowledge and compliance expertise.
<b>Senior HR Manager</b>	June – July	Showcase experience in workforce planning and policy implementation.
<b>Supply Chain &amp; Logistics</b>	February – March	Emphasize optimization projects and cost-reduction results.
<b>Senior Logistics Manager</b>	January – February	Show leadership in large-scale distribution planning.
<b>IT &amp; Digital Transformation</b>	October – November	Highlight ERP, CRM, and digital migration projects.
<b>Senior IT Manager</b>	October – November	Show experience in IT governance and major implementations.
<b>Finance &amp; Accounting</b>	March – April	Highlight fiscal year-end closing and budgeting experience.
<b>Senior Finance Manager</b>	February – March	Emphasize strategic financial planning and cost control.
<b>Research &amp; Development</b>	May – June	Showcase product innovation and testing projects.
<b>Senior R&amp;D Scientist</b>	May – June	Emphasize patents, publications, and leadership in R&D.

## 2. Countries Covered

Philippines, Pakistan, India, Bangladesh, USA, Canada, UK (United Kingdom), France, Germany, Nigeria, South Africa, Kenya, Nepal, Morocco, Algeria, Tunisia, Other Asia (Other South & East Asia), Other (Specify Below)

## 3. Job Match Tool – Extended

Degree / Experience	Recommended Position	Documents to Prepare
<b>Business degree + 2 years in sales</b>	Sales Executive	CV + Cover Letter
<b>High school + logistics experience</b>	Logistics Coordinator	CV + Logistics Certificate
<b>No degree but driving experience</b>	Driver	Driver's License + CV
<b>Mechanical diploma + 2 years experience</b>	Machine Operator	CV + Technical Certificates
<b>Bachelor's in Marketing</b>	Marketing Specialist	CV + Marketing Portfolio

**4. Scam Prevention Checklist**

- Verify the official license.
- Never pay before signing the contract.
- Confirm the contact via Almarai's official site.
- Search online reviews about the agency.

**5. Includes ready-made resources tailored for Almarai applications**

- Almarai-Optimized CV Template (Word & Google Docs) – ATS-friendly format.
- Customizable Cover Letter Template – Includes placeholders for role-specific customization.
- Professional Follow-up Email Template – To increase response rate after application submission.

# Almarai – Professional Application Templates Package

*Premium CV, Cover Letter, and Follow-up Email Templates  
Designed for Maximum Impact in Almarai Job Applications*

## 1. Almarai-Optimized CV Template (Blank)

How to use this template:

- Fill out with precise personal and professional details.
- Use concise bullet points to describe your experience.
- Tailor skills and achievements to match the job description.

## 2. Example CV – Sales Executive

How to use this template:

- Use this format as a model for your own CV.
- Replace example achievements with your real results.
- Incorporate relevant industry keywords.

## 3. Customizable Cover Letter

How to use this template:

- Customize each paragraph with details from the job description.
- Demonstrate enthusiasm for Almarai's mission.
- Keep length to a maximum of one page.

## 4. Professional Follow-up Email

How to use this template:

- Send 7-10 days after applying if no response has been received.

- Stay professional, polite, and concise.
- Reiterate interest in the role.

## **Almarai-Optimized CV Template**

Full Name

Address | Phone | Email | LinkedIn

### **Professional Summary**

[Write a concise 3-4 line summary highlighting experience, skills, and achievements relevant to the position.]

### **Key Skills**

- Skill 1
- Skill 2
- Skill 3

### **Professional Experience**

Job Title – Company Name – Dates

Key achievements:

- Achievement 1
- Achievement 2

### **Education**

Degree – Institution – Year

### **Certifications**

Certification Name – Year

## **Almarai-Optimized CV – Example: Sales Executive**

John Doe

Riyadh, Saudi Arabia | +966 5 1234 5678 | john.doe@email.com | linkedin.com/in/johndoe

### **Professional Summary**

Sales professional with 5+ years of experience in FMCG, exceeding sales targets, and developing client relationships. Skilled in product promotions, territory management, and negotiation.

### **Key Skills**

- Sales Strategy
- Customer Relationship Management
- Negotiation
- Product Launch Campaigns

### **Professional Experience**

Sales Executive – XYZ Foods – 2019–2024

- Increased sales revenue by 25% within first year.
- Managed a portfolio of 150+ clients.
- Developed and executed regional promotion campaigns.

### **Education**

BBA – King Saud University – 2018

### **Certifications**

Certified Sales Professional – 2020

## Customizable Cover Letter – Almarai

[Your Name]

[Address]

[Email]

[Phone]

[Date]

Hiring Manager

Almarai Company

[Company Address]

Dear Hiring Manager,

[Paragraph 1: Express enthusiasm for the position and mention how you found the job posting.]

[Paragraph 2: Highlight key achievements and skills relevant to the role, referencing the job description keywords.]

[Paragraph 3: Show understanding of Almarai's values/mission and how you can contribute.]

Sincerely,

[Your Name]

## Professional Follow-up Email – Almarai

Subject: Follow-up on Job Application – [Your Name]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up on my application for the [Job Title] position submitted on [Date]. I remain very enthusiastic about the opportunity to contribute to Almarai's success.

Please let me know if you require any additional information or documentation to support my application.

Thank you for your time and consideration.

Best regards,

[Your Name]

[Phone]

[Email]