

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-13-2021
Company Name	Fact Universal s.a.l.
Industry	Support Office
Vacancy	Operations Assistant
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Business Administration/Accounting/Audit
Degree	Bachelor
Years of Experience	Two
Location	Halat & Harissa
Remuneration & Benefits	Salary+ CNSS
Currency (LBP, Dollar, Lollar)	US\$
Tasks & Responsibilities	<ul style="list-style-type: none"> • Assist in the Operations department with all tasks, including data entry, training, and reporting. • Collaborate with any team or project as required, assisting with non-specialized tasks • Proofread and correct reports, presentations, and client-facing materials • Multitask across multiple projects, prioritizing workloads as necessary to ensure success • Create marketing communications and social media posts