

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-197-2021
Company Name	Medibrex Offshore s.a.l.
Industry	
Vacancy	Assistant GM
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )*	Full Time
Major	BA in business or any equivalent
Years of Experience	1 to 3
Education	Bachelor
Location	Zalka
Remuneration & Benefits	
<b>Tasks &amp; Responsibilities</b>	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>-Perform a wide range of administrative duties</li> <li>-Prepare all related business trip reservations (ticket, hotel, cars...)</li> <li>- GM Agenda</li> <li>- Establishes and maintains filing and record keeping systems</li> </ul> <p>Qualifications and skills</p> <ul style="list-style-type: none"> <li>• 2 to 4 years of experience</li> <li>• Detailed oriented</li> <li>• Has knowledge in finance</li> <li>• Good communication skills</li> <li>• Good interpersonal skills</li> <li>• Good writing skills</li> </ul>