

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-276-2021
Company Name	Watercenter
Industry	Wellness Showroom
Vacancy	Operations Coordinator
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Business
Degree	BBA
Years of Experience	5 years
Location	Achrafieh
Remuneration & Benefits	
Tasks & Responsibilities	<p>We are seeking for our Showroom in Achrafieh is seeking for an Operations Coordinator, preferably a female candidate. The candidate will supervise the organization of the warehouse and coordinate with Showroom manager on delivery of sold products. Will also follow up on driver handling the deliveries and supervise a storekeeper and operations assistant.</p> <ul style="list-style-type: none"> <li>• University degree in business or equivalent</li> <li>• Minimum 5 years' experience in operations and stock control</li> <li>• Excellent computer skills</li> <li>• Fluent in Arabic and English, French is a plus</li> <li>• Only shortlisted candidates will be contacted.</li> </ul>