

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-96-2021
Company Name	Obegi Consumer Products SAL
Industry	FMCG
Vacancy	Personal Assistant
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full-Time
Major(s)	Business Administration,
Degree	Bachelor's degree
Years of Experience	4 years of experience
Location	Head Office - Zouk Mosbeh
Remuneration & Benefits	To be discussed
Tasks & Responsibilities	<ul style="list-style-type: none"> • Provide personalized and comprehensive support to the CEO and to the Executive Team • Manage the CEO's office operations. • Ability to anticipate needs, think critically and offer solutions to problems with a high level of professionalism and confidentiality.