

Representative job ad - October 15th

Greetings from Best FZE,

Best is a legal freezone establishment based in Sharjah, UAE. We focus on delivering services in the areas of Educational Support, Lifestyle Consultancy, Business Wise, Creativity and Broadcasting. We strive to provide Better Engagement, for a Successful Tomorrow.

PLEASE READ THE FULL DESCRIPTION AND ONLY APPLY IF YOU ARE COMFORTABLE WITH ALL THE MENTIONED.

THIS IS A REMOTE ROLE. YOU CAN APPLY FROM ANYWHERE. THIS IS A PART TIME WILL BE PERMANENT FULL TIME POSITION.

About The Role:

The representative of Best-FZE has the task of acting as a spokesperson for the company, as well as intervening where the situation becomes tense with any external belligerents. The representative acts as a point of contact for new potential partners, collaborators, and managers. They receive weekly tasks to fulfill, which usually encompass the general areas of research, communication, and conceptualization.

Responsibilities:

Represent Best-FZE as an organization and a service provider to external entities.

Fulfill weekly tasks handed out by the managing director.

Communicate with external members for possible partnerships.

Create templates for important documentation.

Act as a key contact point balancing internal information with external information.

Candidate Requirements:

No educational requirements.

Google Tools potency.

Microsoft Office potency.

Soft skills.
Conflict management.
Project management.
Time management.
Fluency in English is a must

Job Type;
Part time
Remote
Nine hours per week
Three months probation period
Possibilities to receive an offer as a full time position
Payment for the first three months will be EGP 2000

After you apply, you will receive an email with a questionnaire that you are required to fill. And we will get back to you after that. In all cases we will respond even if not selected.

Please be aware that Best believes in fair opportunities. We don't discriminate by age, gender, race, or any other factors. And we don't negotiate with what we offer.

Thanks for your time,
Best Team.