

## Admin 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, Creativity and Broadcasting. We strive to provide Better Engagement, for a Successful Tomorrow.

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

**No Education required. Qualification is a must - Proficiency in English is a must. Your Attitude, behavior, and personality play a big role in our process.**

**As such, we are excited to announce that we are looking for an administrator (admin) for the company.**

### **About The Role:**

**The role of the administrator requires organization and critical thinking. Their task is to arrange and manage the database of the organization, as well as keep track of all information coming in and going out. It is a position that takes up focus on repetitive tasks, and a meticulous attention to detail.**

### **Responsibilities:**

**Track information  
Manage and update databases  
Create paperwork as required  
Contact employees and partners as required  
Generate virtual storage spaces  
Rearrange information as necessary**

### **Candidate Requirements:**

1. No previous educational requirements
2. English proficiency is a must
3. Previous administration experience is a must
4. An understanding of data entry is a must
5. Time management
6. Google Tools potency - is a must
7. Microsoft Office potency - preferred not required

**Job Type;**

**Part time**

**Remote**

**Nine hours per week**

**Three months probation period**

**Reporting to head admin**

**Possibilities to receive an offer as a full time position will be according to the performance**

**Payment for the first three months will be between 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.**