Recruitment Client Form

Company Information

|  |  |
| --- | --- |
| Company Name | Durwa Group Holding |
| Contact Person | Moahmed Benhmida |
| Contact Email | Mohamed.benhmida@durwagroup.com |
| Contact Phone Number | 0915777755 |

Job Vacancy Information

|  |  |
| --- | --- |
| Job Title | CEO Assistant |
| Job Description & Responsibilities | |
| - Aministartive Support  - Task and time management  Meeting coordination  Strategic Support  -office Management  -Oversee projects and initiatives as assigned | |
| Salary Range (Optional) |  |
| Benefits (Optional) |  |

|  |  |
| --- | --- |
| Job Location | زاوية الدهماني |
| Working Hours  (e.g. Sunday – Thursday, 8am to 4pm) | 08:45 to 04:00 SuNDAY - Thursday |
| Reporting To | CEO ONLY |

Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| Skills |  | | |
|  | | | |
| Education |  | | |
|  | | | |
| Min Experience (years) |  | | |
| Languages | ENGLISH | Required | Preferred |
|  |  | Required | Preferred |
|  |  | Required | Preferred |
|  |  | | |
| Company Name Disclosure | Yes, disclose the name of our company from the start  No, do not disclose the name of our company from the start | | |
| Additional Notes / Comments | | | |