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A skin care company from Russia launching a branch here and looking for a Administrative Manager to being a right hand of a founder and manage:

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Responsibilitiesproducts registration for MENA;

products supply management;

developing customer service team;

managing and liaising with the manufacturing, warehousing and logistics parts as appropriate;

and any other management work to establish long-term growth for a business success;Apply

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RequirementKnowledge of business processes and functions (finance, HR, procurement, operations, etc.)

Excellent problem-solving skills.

Organizational and leadership abilities.

Excellent time management and prioritization skills.

Established capability to take care of several initiatives.

Experience in customer service, marketing, or a sales-related field

Knowledge of business and sales growth techniques

Clear verbal and written communication skills

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