

## Applicant Guide

This quick guide will help Applicants get introduced to NUMED.

### **I- Who we are and what we do**

NUMED s.a.r.l. is a Lebanese-based company established in 2010. With as start in the Lebanese market it has expended regionally and have now been shipping to all continents since 2014 with distributors in many countries. It serves the medical field, especially nutrition clinics, universities hospitals, fitness centers and many related settings.

It covers mainly 4 product areas:

- Equipment for nutrition and weight loss clinics (such as body composition machines, weight scales, etc.)
- Educational tools for the health sector (printed material, 3D items, food models, etc.): all designed, developed and manufactured by NUMED.
- Services: customized graphic designs, printing, website, etc.
- ReplicAlive 3D models providing plastic replicas and molds for many industries.

The above have given NUMED a unicity worldwide with no other competitor gathering all these services in one setting anywhere else.

### **II- Why work with us**

Working in NUMED has many advantages, some of which are listed below:

- Employee personal growth: It is a locally and especially internationally constantly growing company with horizons of expansion to all continents which enables Employees to progress to higher positions and responsibilities.
- Salary progression: this will be related to the above point as it will increase with new positions, experience and performance.
- Work stability: NUMED has a constant growth (locally, regionally and internationally), due to its unique services and structure making it very highly stable in terms of work progression and expansion.
- Medical coverage: all Employees will have their own social security after the end of the third pre-trial month as well as an additional insurance (soon to come) covering the percentage that is not covered by the social security.
- Bank services: NUMED will provide many facilities through its related bank (salary domiciliation, easy loans, credit and debit cards, etc.).
- Work Environment: It is a highly organized flexible and friendly environment, with respect to all human rights without any individual discrimination of any type.

### **III- Our work schedule and location**

#### **A- Schedule**

We work Monday through Friday from 9am till 17pm (8am till 17h30 for the warehouse) and Saturdays from 9am till 13pm (8am till 13pm for the warehouse).

Flexibility for students and in specific situation can be given, momentarily, whenever needed.

#### **B- Working location**

- 1- For manual work: location of work will be in our warehouse in Hazmiyeh.
- 2- For office work: location will be in Beirut, Badaro, Badaro center, 10<sup>th</sup> floor.

Some Employees, especially in the Sales Department, will have indoor and outdoor activities (door-to-door visits, etc.), eventually few travels. Zones visited will be determined by the job necessity (capital, major cities, etc.)

Employees are responsible for their car spot. Nevertheless, NUMED will try, whenever feasible, to support in this.

### **IV- How much you are paid**

Work Wedges in NUMED follow the hourly grading system (each grade has an hourly pay), used in the USA.

#### **A- Hourly pay**

It is the amount the Company pays for one hour of work for any given Employee.

This depends on the below (NUMED has an automated calculating platform that calculates the hourly pay, based on the below parameters based on number of points of each parameter):

- Level of education.
- Number of years of experience related to the job tasks.
- Position in the Company.

- Some other individual factors.

#### **B- Monthly Salaries include**

- 1- Basic salary: This is based on the total number of working hours/month and the hourly pay.
- 2- Daily Transportation: to be added to the Basic salary: 8000 LBP/day, regardless of the residential location.
- 3- Extra expenses: by filling a designated document, the Company will cover bills related to work (transportation and gasoline, parking when visiting locations, part of the phone bill, traveling, etc.)
- 4- End-of-Year Bonus: proportional to the overall year performance.

#### **C- Salaries progression**

Salaries (hourly pay) increases constantly. This depend on the performance and the NUMED number of work years.

#### **D- Commission**

The commission becomes applicable after the third month of employment and will paid thereafter after 3 months.

Commission, for the Sales Department Employees, is divided into:

- 1- Group commission: all sales will take a fixed percentage of the overall sold amount by all the Sales Department, regardless of the amount they sold. This percentage depends on the position and the number of work experience in NUMED.
- 2- Individual commission: is a part that is paid for each Sales Employee. It is a percentage (of the amount sold individually) that increases every time a higher sales target range is reached.

#### **E- Examples**

A Bachelor holder with 4 years of experience with managerial position will have a monthly Salary of 1300-1400\$.

A Bachelor holder with few years of experience with no managerial position will have a monthly salary of 700-1000\$.

A Commission for a Sales person could reach (above the Monthly Salary) 500-1000\$ after one year, reaching 2000-4000\$ after 2 to 3 years, depending of course on the performance and involvement of that person.

#### **V- Recruitment process**

NUMED puts all efforts to selected the most appropriate candidate for a given position as we have the target to reach the highest performance and work efficiency possible. The recruitment process abides by the below:

##### **A- Pre-trial period**

This period leads to selecting candidates that will be eligible for the Trial Period.

- 1- First interview:

This will be with the HR manager that will lead, eventually to the written test.

- 2- Written test

Selected candidates will undergo the test that will assess objective parameters such as critical thinking, logic, writing skills, etc.

- 3- Second and third interviews

Selected candidates will undergo a second, eventually, a third interview with their supervisor and their manager.

##### **B- Trial period**

Selected candidates from the Pre-trial period will have 3 periods for their trial. All this period, which lasts 3 months, is a free one enabling the Trainee or the Company to apologize for non-continuity without any legal consequences.

The HR department will fix the dates of the below in coordination with the Trainee.

- 1- 1-2-day trial period

This is a short preliminary period enabling quick assessment of the trainee. These are non-paid days.

- 2- 7-days trial period

Selected candidates will have a second period of assessment. These are paid days.

- 3- 3-months trial period

Selected candidates will start now their official training period before they reach Employment. A corporate email is given and he will join NUMED social media, WhatsApp groups, etc.

##### **C- Employment**

At the end of the 3 Trial periods the Trainee will become an Employee with full rights (bank salary domiciliation, social security, commission for the sales department employees, etc.).