

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-673-2022
Company Name	FFA Real Estate
Industry	Investment
Vacancy	Marketing Coordinator
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Permanent
Major(s)	Graphic Design – Marketing – Advertising
Degree	BA
Years of Experience	2 – 4 years
Location	Beirut
Remuneration & Benefits	Transportation allowance based on residential location Insurance & NSSF 15 days leave Schooling Allowance
Currency (LBP, Dollar, Lollar)	To be discussed during the interview
Tasks & Responsibilities	<p>JOB OVERVIEW</p> <p>Planning and implementing effective marketing communication campaigns. Responsible for all marketing collateral, including brochures, letters, emails, and websites.</p> <p>MAIN FUNCTIONS AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Responsible for the design of all marketing collateral, including brochures, letters, emails, and websites. • Act as a liaison between all departments to coordinate the marketing, communications and advertising for the company and its related projects • Build plans including email marketing/ automation, social media advertising, print ads, digital Marketing, etc. • Handle the production and the design of the company’s marketing materials, including business cards, letterheads, leaflets, brochures, postures flyers, presentations and newsletters • Establish and maintain a consistent corporate image for each project as well as branding the company’s image and review the marketing material or ads of any project before launching.

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- Set the marketing budget and tracking expenses against budget and make decisions regarding spending levels and placement tactics.
- Monitor the marketing, advertising and media landscape to understand industry trends, best practices and emerging opportunities
- Set and implement social media and communication campaigns to align with marketing strategies
- Respond to comments, customer queries and feedback from customers in a timely manner
- Collect leads, add them to the CRM to help track campaigns and assign them to sales team
- Monitor and report analytics for our online presence
- Increase our database to expand our leads through continuous search and lead generations