

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-674-2022
Company Name	Round 1 by SAKA Trading S.A.L.
Industry	Automotive
Vacancy	Admin/Cashier
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Business Management / Accounting
Degree	Graduate
Years of Experience	1-3
Location	Zouk Mosbeh
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	Payment in Fresh USD and Lollar rate
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Process cash and invoice</li> <li>• Closing daily cash</li> <li>• Closing weekly physical cash</li> <li>• Process and data entry of payables and receivables</li> <li>• Filing invoices</li> <li>• Coordinate with logistics department on orders and inventory</li> <li>• Process order from local suppliers</li> <li>• Keep track on customer service, and appointments</li> <li>• Handle administrative tasks</li> </ul>