

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-784-2022
Company Name	And Beyond MENA
Industry	Production and Digital Marketing
Vacancy	Production Assistant
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Radio TV / Communication and Media/ Film/ any related field
Degree	Bachelor
Years of Experience	2+ years
Location	Jal EL Dib, Main Road, Zardman Building, 2 <sup>nd</sup> floor
Remuneration & Benefits	Insurance
Currency (LBP, Dollar, Lollar)	Dollar
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Document and follow up on important actions and decisions from meetings.</li> <li>• Act as a point of communication between the company, the clients and the external resources to identify and define project requirements, scopes, objectives and clients' needs.</li> <li>• Coordinate internal and external resources, ensuring projects remain within scope, schedule, and defined budgets.</li> <li>• Chair and facilitate meetings where appropriate and distribute minutes to all project team members.</li> <li>• Create a project management calendar.</li> </ul>