JOB POSTING REQUEST FORM

JOB DETAILS

Reference #	CC-795-2022
Company Name	Multilane
Industry	High-Technology
Vacancy	Executive Assistant
Number of vacancies for that position	1
Job Type *(FT, PT, Contractual, Seasonal)*	Full time position
Major(s)	Business Administration
Degree	Bachelor
Years of Experience	3 to 5 years
Location	Houmal, Lebanon
Remuneration & Benefits	NSSF+ insurance
Currency (LBP, Dollar, Lollar)	Confidential
Tasks & Responsibilities	**Main Tasks and Responsibilities** The Executive Assistant will perform a variety of administrative tasks. Main responsibilities include: • Providing administrative assistance, such as writing and editing e-mails, drafting memos on the executive's behalf. • Maintaining comprehensive information flow in a timely and accurate manner, and accurate records • Organizing meetings, including scheduling, sending reminders • Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department. • Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters • Make travel and accommodation arrangements • Take minutes during meetings • Screen and direct phone calls and distribute correspondence

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- Organize and maintain the office filing system

Skills, Competencies and Knowledge

- 30 Years and above
- Solid English
- Excellent MS Office knowledge
- Outstanding organizational and time management skills
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Excellent verbal and written communications skills
- Discretion and confidentiality

Educational Background and Experience

- Bachelor degree in Business Administration
- Work experience as an Executive Assistant, Personal Assistant or similar role