

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-835-2022
Company Name	Technica International SAL
Industry	Automation
Vacancy	General Manager Assistant
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Business Management
Degree	Bachelor
Years of Experience	1 year of experience in administrative work
Location	Bikfaya, Lebanon
Remuneration & Benefits	Basic salary: based on qualifications paid in Fresh Dollars Transportation Overtime Bonus Profit sharing Award for innovation, initiative and cost saving. NSSF Medical insurance Life and personal accident insurance. Annual leaves, sick leaves, wedding leave, paternity leave/maternity leave, death leave
Currency (LBP, Dollar, Lollar)	Dollar
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Prepare meeting's agenda and files needed and handle all logistics preparations for the meetings.</li> <li>• Attend meetings when needed, take MOM and follow up with concerned until completion.</li> <li>• Assist the General manager in replying to all mails as instructed.</li> <li>• Check Technica email and forward the emails to the concerned.</li> <li>• Prepare the documentations needed for any training, seminar or presentation facilitated by the General manager.</li> <li>• Maintain a proper filing of all the Head office documents.</li> </ul>

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- Send campaigns on behalf of the General manager when requested.
- Handle special assignments and projects when requested from the General manager.
- Ensure the personal folder of GM (photos/videos) is well organized.
- Coordinate with concerned to arrange schedule and meetings.
- Prepare all materials and files needed for the General manager's trips and follow up on travel reports and action plans until completion.
- Organize the visits of foreign guests of GM, attend meetings when required to take MOM and follow up.
- Assist the General Manager in preparing and making campaigns.
- Assist the General Manager in handling multinational customers.
- Assist the General Manager in the Business plan implementation for Canada.