

JOB POSTING REQUEST FORM

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Reference #

Company Name

Industry

Vacancy

Number of vacancies for that position

Job Type (FT, PT, Contractual, Seasonal)

Major(s)

Degree

Years of Experience

Location

Remuneration & Benefits

Currency (LBP, Dollar, Lollar)

Tasks & Responsibilities

CP-108-2022

Joe Fish

Communications and Digital Marketing

Account Executive

1

FT

Advertising and Marketing, Marketing, Communication Arts

BA

0-4

Achrafieh, Lebanon

N/A

Dollar

- Supporting the client servicing department in scheduling, coordinating with the client among others
- Follow up with the clients, in coordination with the Account Director, on content, schedules, approvals among others
- Supporting in setting the needed communication and digital marketing strategies relevant to the client(s)
- Brainstorming for content ideas relevant to the team
- Might be needed to support in managing client(s) social media accounts