

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-161-2022
Company Name	Alkamis
Industry	Biotechnology, Venture Building, Life Sciences, Diagnostics, Medical devices, Gene Therapy, and Therapeutics
Vacancy	Executive Assistant
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full time
Major(s)	No preference
Degree	Bachelor (min.)
Years of Experience	-
Location	Beirut/London/Singapore
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	Dollar
Tasks & Responsibilities	<ul style="list-style-type: none"> • Act as a liaison and provide support to the Board of Directors. • Act as the primary point of contact for internal and external constituencies. • Complete a broad variety of administrative tasks, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports. • Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.

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- **Coordinate** all executive team meetings and retreats and assist with staff meetings and events as needed.
- **Work with the executive team.**
- **Manage information systems operations** including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning.
- **Manage cash reimbursements and file expenses.**
- **Other projects/duties** as assigned for the overall benefit of the organization.