

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-191-2021
Company Name	ig human capital consulting
Industry	Consulting
Vacancy	Personal Assistant
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Any
Degree	Any
Years of Experience	1-3
Location	Mkalles, Lebanon
Application Deadline	
Remuneration & Benefits	TBD
Tasks & Responsibilities	<p>Job Purpose</p> <p>Provides personalized administrative support in a well-organized and timely manner. Ensures that internal office operations run smoothly through inventory management and office maintenance. Handles the administrative and logistics tasks for all workshops and consulting projects delivered by ighcc to guarantee accurate delivery.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Oversees office management services, including maintenance and ordering of janitorial supplies. 2. Keeps the office clean and organized to promote an efficient working environment. 3. Orders and maintains office supplies including stationary and groceries. 4. Manages correspondence with suppliers and does market research to get the best price deals possible. 5. Keeps the Project Management sheet and calendar up-to-date on a daily basis. 6. Screens and directs phone calls and distributes correspondence 7. Schedules meetings and appointments and reminds the involved parties accordingly 8. Takes meeting minutes and sends them to all involved parties 9. Produces reports, presentations and briefs when required 10. Devises and maintains the office filing system 11. Prepares all material required for workshops

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such as workbooks, props, certificates, feedback forms, etc.

12. Coordinates all project logistics including ticket booking, visa requirements, hotel reservation, transportation, etc.
13. Communicates with clients regarding project attendees, hotel recommendations, and logistics related issues.
14. Sets an estimated cost per workshop for all material required.
15. Prepares invoices and follows up with clients regarding payments.
16. Records all useful information after each workshop to create a travel guide for all facilitators.
17. Comes up with initiatives to update our online platform and project management processes.
18. Manages ethics and compliance filing within the company

Required Skills

- Manages multiple priorities with frequent interruption.
- Demonstrates ability to handle confidential information in a sensitive and tactful manner.
- Chooses excellent grooming standards.
- Responds in a flexible manner to a range of different work situations.
- Possesses high organization skills and meticulousness.
- Presents outstanding time management skills and punctuality in attendance and delivery.
- Possesses excellent research and problem solving skills.