

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-281-2022
Company Name	Robert's Group Holding
Industry	Retail / Entertainment
Vacancy	Administrative Assistant
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Business Administration or similar field
Degree	Bachelor in Business Administration
Years of Experience	2 – 3 years of experience
Location	Zouk Mikael
Remuneration & Benefits	Salary part in USD & Part in LBP
Currency (LBP, Dollar, Lollar)	USD / LBP
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Make travel and meeting arrangements, prepare reports and maintain appropriate filing systems.</li> <li>• Answer and direct phone calls.</li> <li>• Organize and schedule appointments for management internally and externally.</li> <li>• Plan meetings and take detailed minutes.</li> <li>• Write and distribute email, correspondence memos, letters, faxes and forms.</li> <li>• Maintain supplies inventory by checking stock; anticipating needed supplies; placing and expediting orders.</li> <li>• Maintain contact lists.</li> <li>• Greet and provide general support to visitors.</li> <li>• Act as the point of contact for internal and external guests.</li> <li>• Liaise with executive and senior administrative to handle requests and queries from senior managers.</li> <li>• Handle sensitive information in a confidential manner.</li> <li>• Receive, sort and distribute the mail.</li> <li>• Carry out administrative duties such as filing, typing, copying, binding, scanning etc.</li> </ul>