

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-284-2022
Company Name	Association of Banks in Lebanon
Industry	Banking
Vacancy	Executive Assistant
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Business Administration
Degree	BA
Years of Experience	5 years
Location	Sad Al Baouchriyeh
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Relieve Secretary General of administrative detail and take initiative in his absence when pertinent, coordinate workflow, update and pursue delegated tasks to ensure progress to deadlines • Sort and distribute incoming mail • Dispatch outgoing mail • Write business letters/mails, financial data and office memoranda using word, Excel and data processing programs • Prepare and organize the letters of Subscription's payment • Process replies on own initiative or from Secretary General dictation or notes • Take minutes of meetings (when required) • Organize and coordinate Secretary General's agenda: making meetings/appointments and travel arrangements • Answer telephone inquiries, attend to visitors and arrange amenities as needed

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- File papers and documents (knowledge of office administration and bookkeeping procedures); keep confidential records and files
- Schedule BOD meetings
- Coordinate with third parties the course and details of various events occurring locally or abroad and ensure proper follow-up
- Undertake other responsibilities such as online bookings and hotel reservations; visas' online application; prepare itinerary and trip file, etc.