

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-303-2021
Company Name	Oculi
Industry	Semiconductors
Vacancy	Executive Assistant
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Faculty of Business Administration & Economics
Degree	Any
Years of Experience	Any
Location	Nahr el Kalb
Application Deadline	
Remuneration & Benefits	---
Tasks & Responsibilities	<p>Oculi is looking for an Executive Assistant to join its team in Lebanon. This role will provide administrative support to key company executives including managing and prioritizing emails and phone calls, gathering documents to prepare for meetings and coordinating meetings and travel arrangements.</p> <ul style="list-style-type: none"> • Own and proactively manage a calendar across multiple time-zones, while ensuring seamless flow of the executives' day to day activities. • Create and implement systems to elevate efficiency and effectiveness of administrative processes. • Answer and manage email, telephone, and digital communication tool inquiries (e.g. Zoom, Google Meet, etc.) for executives, and respond while maintaining customer relations. • Keep executives apprised of urgent issues and requests. • Collect and prepare necessary materials for executives prior to schedule meetings.

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- Prepare reports, presentations, as well as maintain files, records, and correspondence for meetings.
- Perform all clerical duties, taking memos, maintaining files and confidential information, organizing documents as needed.
- Coordinate ordering and maintain inventory control of office supplies and equipment.
- Support marketing and business development efforts as needed such as in creating and publishing content on social media platforms to promote Oculi.
- Take part in other activities such as managing the day-to-day activities of the office and other administrative aspects.

- Experience or degree in Business

Administration, Management or any other relevant field.

- Able to organize and manage large amounts of files, tasks, schedules, and information.
- Ability to handle multiple concurrent assignments with a high degree of accuracy and meet deadlines in a fast-paced environment.
- Be an out-of-the-box problem solver who is proactive and constantly looking to improve processes.
- Excellent interpersonal skills and ability to build strong working relationships.
- Excellent proofreading abilities and acute attention to detail.
- Excellent time management and prioritization skills.

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- Strong writing and verbal communication skills; ability to communicate in a clear, concise, and direct manner.
- Familiarity with Microsoft Office tools (Word, Excel, PowerPoint, Outlook), Google Suite, and Zoom.