

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-328-2022
Company Name	Purple Martin
Industry	Food industry
Vacancy	Executive Coordinator
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full-time
Major(s)	Business and management
Degree	Bachelor
Years of Experience	Minimum 2 years
Location	Metn area
Remuneration & Benefits	NSSF + legal annual leaves
Currency (LBP, Dollar, Lollar)	N/A
Tasks & Responsibilities	<ul style="list-style-type: none"> • Taking orders and responding to client requests and inquiries. • Coordinating with other department and following up on orders and deliveries, to ensure quality of service to clients. • Preparing all buy or sell transaction documents, including sending quotations, issuing invoices, and maintaining client records. • Organizing daily company's activities by coordinating with the concerned parties. • Handling all complaints from clients and solving them with relevant departments. • Scheduling meetings and appointments for the upper management by coordinating with them to avoid conflicts. • Handling regular administrative tasks such as filing, answering emails and phone calls. • Performing other administrative duties as assigned.