

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-355-2022
Company Name	Librex Group Offshore s.a.l.
Industry	Manufacturing
Vacancy	Marketing Executive
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Marketing, Event Management, Business or any equivalent
Degree	BA
Years of Experience	1 to 5
Location	Lebanon
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	LBP& Dollar
Tasks & Responsibilities	<ul style="list-style-type: none"> • Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities • Support marketing executives in organizing various projects • Conduct market research and analyze • Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success • Prepare and deliver promotional presentations • Compose and post online content on the company's website and social media accounts • Write marketing literature (brochures, press releases etc) to augment the company's presence in the market <p>Requirements</p> <ul style="list-style-type: none"> • Good understanding of office management and marketing principles • Demonstrable ability to multi-task and adhere to deadlines

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- Well-organized with a customer-oriented approach
- Good knowledge of market research techniques and databases
- Excellent knowledge of MS Office, marketing computer software and online applications
- Exquisite communication and people skills
- BSc in Marketing, Business or relevant field