

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-376-2021
Company Name	EMAKINA
Industry	INTERNET / MARKETING & ADVERTISING
Vacancy	Sales Assistant
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Business – Marketing – Management
Degree	BA
Years of Experience	Junior to mid-career (1 to 4 years)
Location	Beirut – working remotely for Belgium Branch
Remuneration & Benefits	
Tasks & Responsibilities	<p>As a Sales Assistant, you are responsible for supporting Account Managers & Directors in their client relationships. You have a good knowledge of the online market and excellent administration skills.</p> <p>You are driven, meticulous and a team player. You are well organized, focused, and flexible, think of tight deadlines as excellent challenges for yourself and your team, and look forward to making things happen when they are required.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • You will maintain the daily support towards Account Managers & Directors • You have experience in managing invoicing (supporting bidding process is a plus) • You have a conceptual knowledge of and experience with internet technology and design • You're a go-getter, flexible, business-oriented • You are fluent in English • You are good listener and strong in building relationships • You are result-driven and efficient • Proven admin or assistant experience Knowledge of office management systems and procedures • Excellent time management skills and ability to multi-task and prioritize work Attention to detail and problem-solving skills • Strong organizational and planning skills Proficient in MS Office