

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-436-2021
Company Name	AlphaPro Sal
Industry	Healthcare & Wellness
Vacancy	Administrative Assistant
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	FT
Major	Business Management
Years of Experience	2 years preferable
Education	Business Background
Location	Jdeidet El Metn - Beirut
Remuneration & Benefits	<ul style="list-style-type: none"> • Social Security • Transportation • Bonus • SIM card for mobile phone
Tasks & Responsibilities	<ul style="list-style-type: none"> • Assists in the daily work of the General Manager by reading all incoming mails, reports, letters, etc... and briefing the General Manager. • Ensures good communication between employees and departments. • Filters the mail in, read it and pass it to the concerned people if not addressed directly. • Handles the General Manager's agenda • Interfaces all calls meant to the General Manager to identify the caller, the subject and screen out unsolicited callers before putting them through. • When attending meetings with the General Manager; takes notes and prepares minutes of the meetings. • Handles the General Manager's travel arrangements requests • Sorts the General Manager's desk at least once per day to identify pending issues and to remind the General Manager about deadlines. • Handles all the secretarial work such as data entries in Salesforce, business cards, writing, typing, filing, etc.... • Follows with all the company's staff about tasks requested by the General Manager. • Reports to the General Manager all major issues while he is traveling. • Assists the General Manager in market surveys either to locate potential suppliers for particular products by surfing the internet or to identify the marketability of some products on the market

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- Understands the company's products in deep to extract the features and benefits and support the sales division in their presentations
- Have access to intranet sites of our suppliers and extract the needed information, catalogues, user manuals, etc. for the staff when needed.
- Be involved in all the exhibitions in terms of:
 - Checklists: Business cards, roll-ups, posters, staff attendance, inquiry forms, catalogues, demo equipment, logistics, etc.
 - Visitors' agenda: including hotel booking, transportation, dinners, etc.
- Be responsible of the labels for the catalogues and their inventory with related person in charge
- Be involved in the recruitment of new staff and their interviews:
 - Locate the agencies including Universities and forms
 - Help implement psychology tests (already available, to make sure it is updated)
- Be involved in the ISO certification, where all needs to be documented.
- Prepare offers
- Filing system for AlphaPro with particular focus on staff documents such as copy of ID, Social Security, etc.
- Be involved in the preparation of the
 - Systems and procedures
 - Salesforce documentation
 - ISO required forms and templates
 - Etc.
- Typing of training courses in English, French or Arabic.
- All HR related tasks
- Certificates for customers
- Local bookings
- Follow-up with local and international suppliers