

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-442-2021
Company Name	Nicolas Abdo
Industry	Consultancy
Vacancy	Business & Management Writer/Editor
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Casual-seasonal – remotely from home
Major(s)	Business Management
Degree	Bachelor in Business, MBA preferred
Years of Experience	Current Senior Student, and/or recent Graduate
Location	Lebanon
Remuneration & Benefits	Negotiable
Tasks & Responsibilities	<p>We are looking for passionate fresh graduates from business and management disciplines, who share our mission and values for a short to mid term work with us. If you have the passion and drive to commit yourself to a challenging and rewarding opportunity; we invite you to consider the “Business and Management Writer/Editor” engagement with us, working from home. Those who have good knowledge and exposure to academic writing are preferred.</p> <p>We offer you the opportunity to learn and further strengthen your business skills, management abilities, and above all, building up your research capabilities, whilst writing research articles and participating in projects with managerial exposure, and contributing to a high performing team. We will also mentor you with data collection, and analysis.</p> <p>About you You are required to have:</p> <ul style="list-style-type: none"> <li>- Advanced writing and editing skills in English</li> <li>- Confidence in approaching and communicating with internal and external stakeholders</li> <li>- High academic credentials with interest in research and development</li> <li>- Demonstrated ability in doing extensive research and writing articles in a solid report format</li> <li>- Exceptional customer service and time management delivering a high-quality service</li> <li>- Professional planning and organizing support</li> <li>- Exceptional organizational skills</li> </ul>

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- Quality attention to detail and strong administrative skills
- Building strong internal partnerships to deliver a service
- Demonstrated high level of initiative
- Ability to work unsupervised, whilst meeting targets set on regular basis

CVs will be reviewed on rolling basis, and shortlisted candidates will be asked to prepare a short research assignment as part of the assessment process for filling in this role.

Send us your Cover Letter and CV