

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-443-2021
Company Name	Allied Investors Group
Industry	Finance and Investments
Vacancy	Administrative Coordinator
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Accounting
Degree	BA
Years of Experience	Minimum 2 years
Location	Antelias (1day/week only. Rest of the time, remote work is ok)
Remuneration & Benefits	4,500,000 LBP Lebanese SSNF Bonus in cash if work exceeds expectations
Tasks & Responsibilities	<p>JOB ROLE: The Administrative Coordinator will be in charge of all administrative tasks and will assist the Head of Business Development in the execution and management of her daily work.</p> <p><u>KEY ACCOUNTABILITY:</u></p> <p>Office Management Tasks include</p> <ul style="list-style-type: none"> - Monthly office budgeting and record keeping - Office equipment and maintenance coordination - Travel arrangements and other bookings - General record keeping - Other, as may be needed <p>Assistant to Head of Business Development</p> <ul style="list-style-type: none"> - Filling out information sheets - Creating and sending DocuSigns - Coordinating and following up with legal, partner funds and on certain business matters - Assist on personal matters