

## JOB POSTING REQUEST FORM

### Job Details

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|---|---|
| Reference #                                       | CP-450-2021   |
| Company Name                                      | Impresario Live   |
| Industry  | International Entertainment and Events  |
| Vacancy   | Administrative  |
| Job Type ( <i>FT, PT, Contractual, Seasonal</i> ) | Full- Time  |
| Major(s)  | Business Administration, Communications, Public Administration, Public Relations, Advertising, Social Sciences or related field   |
| Degree  | BA  |
| Years of Experience                               | 1-3 years   |
| Location  | Beirut, Lebanon   |
| Remuneration & Benefits                           | N/A   |
| Tasks & Responsibilities                          | <ul style="list-style-type: none"> <li>• Receive, review and dispatch correspondence to the office (including letters, faxes, email, telephones etc).</li> <li>• Follow up with Suppliers, Partners, Clients, etc.</li> <li>• Maintain office filing and storage systems</li> <li>• Order office supplies and equipment to ensure smooth running of the office</li> <li>• Follow up on requisitions and contracts for staff and consultants</li> <li>• Assist with business development matters including marketing material preparation</li> <li>• Maintain work stations for other colleagues when necessary</li> </ul> |