

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-496-2021
Company Name	Hachette-Antoine
Industry	Books publishing-Retail
Vacancy	Commercial Assistant & Data-entry Officer
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Permanent
Major(s)	Translation, Arabic literature, English literature, Communication, Journalism, Business
Degree	Bachelor
Years of Experience	none
Location	Beirut/Mkaless
Remuneration & Benefits	
Tasks & Responsibilities	<p>The commercial assistant & Data-entry Officer will be creating, maintaining and cleansing data in our internal system, as well as providing administrative support to the commercial team. This also includes processing invoices and following-up on shipments.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Uploading and maintaining data for our editorial and commercial teams (managing the catalogues' information) - Providing administrative support in the running of sales operations. - Assisting with correspondence as requested - Communicating key operational information to customers and other departments