

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-503-2022
Company Name	Facilitateint
Industry	International corporate consulting & third-party administrator
Vacancy	Admin coordinator
Number of vacancies for that position	8
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full Time
Major(s)	any
Degree	Fresh or under graduation
Years of Experience	0
Location	Ghazir
Remuneration & Benefits	200USD Fresh + 130,000 LBP Per day after probation period 300 USD +130,000LBP transportation per day
Currency (LBP, Dollar, Lollar)	Dollars
Tasks & Responsibilities	<p>Duties:</p> <ul style="list-style-type: none"> • Supervises client email or systems. • Transfers data, updates, instructions, feedback, and questions from client systems to the company system and vice versa. • Updates clients about assessment ETAs, parts/equipment delivery ETAs, and repair ETAs. • Reports outstanding/overdue proposals to the team lead and the management in some instances. • Reports Missed Estimated Time of Arrivals and no shows to Team leads and the management in some instances. • Follows up with parts/equipment orders and purchases. Reports delays to Team leads and the management in some instances. • Proofreads WO before & after pictures, sign-offs, and proposals before invoicing.

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- Forwards invoice requests to the account receivable team.
- Forwards close on incurred requests based on the time frame and charge.
- Prepares daily summary report twice a day upon arrival and before the shift ends.
- Always acknowledges client requests, concerns, complaints, and questions.
- Admins need to ensure that all clients are updated proactively and promptly.