

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-512-2022
Company Name	Century Motor Company – Hyundai Lebanon
Industry	Automotive
Vacancy	Marketing Assistant
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Contractual
Major(s)	Advertising & Marketing
Degree	Bachelor of Arts
Years of Experience	Min 2 years
Location	Zalka Beirut
Remuneration & Benefits	Transportation, NSSF
Currency (LBP, Dollar, Lollar)	\$1,000 (25% Fresh USD & 75% based on 7,500LBP)
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Assisting the Marketing Manager with all Marketing &amp; PR reports</li> <li>• Assisting in events organizing &amp; preparation such as Motor shows, showroom opening, ...</li> <li>• Coordinating with the advertising agency for all marketing campaigns</li> <li>• Negotiating with suppliers for best rates &amp; delivery time for all marketing collaterals</li> <li>• Briefing the sales team about any marketing campaign to support &amp; increase sales</li> <li>• Candidate must be fluent in English, have excellent knowledge in preparing presentations, and most importantly honest and hard worker who can handle working under pressure</li> </ul>