

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-516-2022
Company Name	Titan Technologies
Industry	IT
Vacancy	Personal Assistant
Number of vacancies for that position	1 person
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Business
Degree	Bachelor
Years of Experience	0 to 1 year
Location	Sami El Solh
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	LBP & Dollar
Tasks & Responsibilities	<ul style="list-style-type: none"> - Acting as a first point of contact for callers, dealing with emails and phone calls by responding, passing on messages or highlighting them for their manager's attention - Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive - reminding the manager of important tasks and deadlines - Typing, compiling and preparing reports, presentations and correspondence managing databases and filing systems implementing and maintaining procedures/administrative systems liaising with staff, suppliers and clients collating and filing expenses -Miscellaneous tasks to support their manager, which will vary according to the sector and to the manager's remit, e.g. completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations) or conducting research.