

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-52-2022
Company Name	Tamer Frères s.a.l
Industry	Luxury
Vacancy	Personal Assistant
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full Time
Major(s)	Accounting/Travel and tourism/Business Administration
Degree	BA
Years of Experience	1-2 Years
Location	Sin El Fil
Remuneration & Benefits	Negotiable
Currency (LBP, Dollar, Lollar)	LBP
Tasks & Responsibilities	<p><b>Role Summary:</b> Support upper Management by offering administrative help such as monitoring emails, drafting communications on their behalf, planning and organizing meetings, and their travel.</p> <p><b>Main Tasks:</b> Assists the senior management with daily administrative duties and completes a variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries, and agendas compiling documents for meetings. Communicate with the general staff on the senior management's behalf and coordinate logistics with high-level meetings both internally and externally. Communicate directly and on behalf of the Upper management with staff, and others on matters related to the Chief Compliance Officer and Chief Executive Officer's work. Drafts reports, letters, prepares and coordinates oral and written communication with suppliers and employees.</p> <p><b>Qualification:</b> BA in Accounting or Administration 1 to 2 years of experience</p>

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French and English is a must