

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-652-2022
Company Name	AlphaPro
Industry	Healthcare
Vacancy	Administrative Assistant
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full Time
Major(s)	Business, accounting..
Degree	Bachelor
Years of Experience	2-5 years
Location	Jdeidet el Metn
Remuneration & Benefits	Basic Salary (Depends on Experience) Transportation (Gasoline via Carte Total) Cellular Phone (Sim card with internet) Commission on sales (% on sales achieved and payable quarterly upon collection) Social Security Insurance
Currency (LBP, Dollar, Lollar)	LBP, Dollar
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>Assists in the daily work of the General Manager by reading all incoming mails, reports, letters, etc... and briefing the General Manager.</li> <li>Ensures good communication between employees and departments.</li> <li>Filters the mail in, read it and pass it to the concerned people if not addressed directly.</li> <li>Handles the General Manager's agenda</li> <li>Interfaces all calls meant to the General Manager to identify the caller, the subject and screen out unsolicited callers before putting them through.</li> <li>When attending meetings with the General Manager; takes notes and prepares minutes of the meetings.</li> <li>Handles the General Manager's travel arrangements requests</li> </ul>

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- Sorts the General Manager's desk at least once per day to identify pending issues and to remind the General Manager about deadlines.
- Handles all the secretarial work such as data entries in Salesforce, business cards, writing, typing, filing, etc....
- Follows with all the company's staff about tasks requested by the General Manager.
- Reports to the General Manager all major issues while he is traveling.
- Assists the General Manager in market surveys either to locate potential suppliers for particular products by surfing the internet or to identify the marketability of some products on the market
- Understands the company's products in deep to extract the features and benefits and support the sales division in their presentations
- Have access to intranet sites of our suppliers and extract the needed information, catalogues, user manuals, etc. for the staff when needed.
- Be involved in all the exhibitions in terms of:
  - Checklists: Business cards, roll-ups, posters, staff attendance, inquiry forms, catalogues, demo equipment, logistics, etc.
  - Visitors' agenda: including hotel booking, transportation, dinners, etc.
- Be responsible of the labels for the catalogues and their inventory with related person in charge
- Be involved in the recruitment of new staff and their interviews:
  - Locate the agencies including Universities and forms
  - Help implement psychology

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tests (already available, to make sure it is updated)

- Be involved in the ISO certification, where all needs to be documented.
- Prepare offers
- Filing system for AlphaPro with particular focus on staff documents such as copy of ID, Social Security, etc.
- Able to make accounting entries, preparing and reading financial reports.
- Be involved in the preparation of the
  - Systems and procedures
  - Salesforce documentation
  - ISO required forms and templates
  - Etc.
- Typing of training courses in English, French or Arabic.
- All HR related tasks
- Certificates for customers
- Local bookings
- Follow-up with local and international suppliers