

Medical Representative, Supply Chain Coordinator and Finance Coordinator – Tech Elites

A pioneering company dedicated to spearheading technological advancements and addressing global talent shortages across various industries.

1- Medical Representative

Locations: Metn, Kesserwan, North Governate, Bekaa - Lebanon

Major: degree in Business Administration, Marketing, or any related field

Experience: 3 – 5 years of experience.

Major Responsibilities:

- Undertake daily visits to doctors
- Set sales plans
- Increase Market Share
- Maintain Database
- Undergo market studies for newly launched products

Additional Requirements:

- Scientific background is a must
- Experience visiting Pediatricians and selling vaccines is a huge plus
- High Sales skills

2- Supply Chain Coordinator

Location: Sin El Fil, Lebanon

Major: degree in Business Administration, or any related field

Experience: 3 – 5 years of experience in similar positions.

Major Responsibilities:

- Prepare monthly forecast files.
- Prepare orders.
- Follow-up on expiries.
- Follow-up company needs with concerned departments.
- Coordinate with regulatory on shipments preparations.
- Get quotations for shipments.
- Coordinate with clearing agents.
- Process shipments on system while coordinating with warehouse.

Additional Requirements:

- Flexibility and multi-tasking skills.
- Strong Analytical skills.
- Advanced spoken and written English and French.

Salary: 1200\$ - 1600\$

3- Finance Coordinator:

Location: Sin El Fil, Lebanon

Major: degree in Business Administration, Finance, or any related field

Experience: 5 – 7 years of experience in similar positions.

Major Responsibilities:

- Control Accounting entries and petty cash.
- Follow up on Company tenders.
- Act as backup to accounting Dpt.

Additional Requirements:

- Extensive experience in Forecasting and planning.
- High level of Confidentiality.
- Good spoken and written English and French.

Salary: 1400\$ - 1800\$

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb;
Ext. 7801; 7802