

Operations Analyst, Marketing and Digital

Offshore trading company

Location: Remote position

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

Experience: 2-5 years of previous related experience

Major Responsibility:

- Documenting, and aiding in the execution of operational and system improvements in the areas of Marketing and Digital Marketing.
- Reporting to the Senior Manager, Operations and Analytics in the Operations department, but works closely with the Marketing and Digital Marketing stakeholders as support on various opportunities for improvement, converting data and results into actionable business decisions, while ensuring consistency with company strategies, commitments, and goals.
- Assisting with the implementation of new and/or improved technologies and automation by gathering and documenting requirements, defining requirements to IT, testing, and providing feedback on system solutions (with focus on the company's Websites and other supporting Marketing-related systems)
- Supporting Operations, Marketing, and Digital Marketing stakeholders with various projects as needed

Additional Requirements:

- Highly proficient in MS Word, Excel (Vlookup, Pivot Table, Charts/Table Summary, etc.), Visio / Draw.io (or other process mapping tool), and Asana (or other Project Management tools)
- Knowledge of Business Process Management preferred

How to apply:

Kindly send your CV or contact the Career Services Center, E-mail:

career.services@balamand.edu.lb, Ext. 7801; 7802