

Sales Assistant, Business Development Assistant, Accounting Assistant and Graphic Designer

Several technology companies that are entering and growing in MEA

Location: Remote

Experience: fresh graduates are accepted

1- Sales Assistant

Major: degree in Business Administration, or any related field

Major Responsibilities:

- Maintain promotional database by inputting invoice and bill-back data
- Coordinate daily customer service operations
- Maintain customer database by inputting customer profile and updates
- Create reports, analyze and interpret data, like revenues, expenses and competition

2- Business Development Assistant

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

Major Responsibilities:

- Plan and execute new business projects and develop business development plans and strategies focused on sustainable financial gain and growth
- Develop sales, revenue, and expense reports and realistic forecasts to the management team
- Establish long-term relationships with potential customers, clients, and vendors
- Contribute to defining product priorities based on user and market research, and customer data
- Collect quantitative and qualitative feedback to define the product roadmap
- Identify and analyze competitor strategies, to strengthen the product's competitive position in the industry
- Analyze financial and market data and projections to determine scope, timelines, and resources
- Identify and mentor business and technical teams and resources
- Initiate and develop relationships with key internal and external decision makers

Additional Requirements:

- Programming Tools: Github, Gatsby, Webflow, Miro, Linx, Figma, etc...
- Cloud & Productivity Software: Google Workspace, Microsoft Office, and Zoho Office
- Analytical Software: Tableau, SPSS, JMP Pro, etc.
- Accounting Software: Intuit QuickBooks, Zoho Books
- Blockchain: Knowledge of blockchain theory and structure, along with general industry knowledge, including suppliers, customers, and competitors

3- Accounting Assistant

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

Major Responsibilities:

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms

- Enter financial transactions into internal databases
- Issue invoices to customers and external partners

4- Graphic Designer

Major: degree in Graphic Design, or any related field

Major Responsibilities:

- Maintain and update databases and catalogs of information regarding customers, suppliers and products
- Develop and recommend graphic concepts and layouts for presentations, illustrations, logos, websites, etc.
- Conduct research to find design solutions and visualize data in innovative methods
- Determine size and arrangement of illustrative material, font style and size
- Prepare and review rough drafts of visual material and suggest improvements
- Use computer software to generate new images and designs

Additional Requirements:

- Desktop Publishing Software: Adobe InDesign
- Graphics or Photo Imaging Software: Adobe Creative Cloud; Photoshop, Illustrator, SketchUp Pro, etc.
- Video Creation and Editing Software: Adobe After Effects, Premiere Pro, Apple Final Cut Pro, etc.
- Design: Knowledge in design techniques, tools, and principals involved production of precision technical plans, blueprints, drawings, and models
- Communications & Media: Knowledge of media production, communication, and dissemination techniques and methods, includes alternative ways to inform and entertain via written, oral, and visual media

How to apply:

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

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