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