

## **Bold Lighting Vacancies**

*USA-Based Architectural Lighting Company*

Location: Dbayeh, Lebanon

### **1- Marketing manager:**

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

Experience: 5-7 years of marketing or product management experience in the architectural lighting or building materials industry

Major Responsibilities:

- Lead product marketing, including market research and product positioning.
- Define value propositions for each product line and collaborate with R&D.
- Adapt product messaging for regional preferences.
- Align marketing efforts with international sales teams.
- Develop marketing materials for the U.S. rep network and international distributors.
- Support reps with campaigns and promotional materials.
- Oversee production of brochures, datasheets, case studies, and videos.
- Manage digital channels, including the website and social media.
- Ensure brand consistency and optimize content.
- Plan and lead participation in key industry events.
- Manage logistics, booth design, and vendor coordination.

Additional Requirements:

- Strong understanding of specifier-driven sales cycles.
- Proficient in digital marketing, event planning, and content development.
- Familiarity with CRM systems, website CMS, Adobe Creative Suite, and marketing automation tools.
- Fluent in English and Arabic, French is a strong advantage.
- Willingness to travel to target markets as needed.

### **2- Costing Engineer:**

Major: degree in Mechanical Engineering, or any related field

Experience: 1-3 years in costing, supply chain management, or industrial operations.

Major Responsibilities:

- Manage product costing with procurement, operations, and delivery teams to ensure all cost components are included.

- Develop accurate landed cost estimations for new products with logistics and procurement collaboration.
- Create and standardize templates and processes for product cost estimation.
- Generate and update new product price lists using Excel and ERP in coordination with the technical team.
- Analyze sourcing alternatives to optimize cost structures.
- Track and monitor key metrics for costing accuracy and process improvement.
- Manage cash flow projections for large projects and review profit margin calculations.
- Oversee stock quantities and update ERP records based on production needs.
- Supervise physical inventory counts and prepare management reports.
- Lead demand planning and forecasting for inventory control.
- Implement and configure ERP systems, including product trees.
- Develop standardized operating procedures in supply chain and costing.
- Refine costing templates for ongoing improvements.
- Monitor costing processes against KPIs for optimization.

**Additional Requirements:**

- Knowledge of ERP systems
- AutoCAD knowledge is a plus.

**3- Electronic Engineer:**

**Major:** degree in Electrical Engineering, Mechatronics, or any related field

**Experience:** 1-2 years in electronics design, preferably in LED lighting or embedded systems.

**Major Responsibilities:**

- Create and validate LED PCBs, drivers, and power circuits for lighting applications.
- Identify compliant electronic components and power supplies.
- Implement lighting control interfaces like DALI, DMX, and Bluetooth.
- Conduct testing to ensure efficiency and compliance with safety regulations.
- Diagnose and resolve issues during prototype development and production.
- Ensure designs meet ENEC, CE, UL, and IEC standards; maintain certification documentation.
- Collaborate with suppliers and provide technical documentation for production.
- Work with engineers and product managers to integrate electronics seamlessly.
- Implement testing protocols for large-scale production.
- Provide expertise for custom projects and installation

**Additional Requirements:**

- Strong understanding of LED technology and control protocols.
- Proficiency in PCB design software (e.g., Altium Designer, KiCad).
- Knowledge of safety standards (ENEC, CE, UL, IEC 60598, EMC/EMI).
- Experience with diagnostic tools like oscilloscopes and multimeters

**4- Executive Assistant:**

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

**Experience:** 5-7 years of experience as an Executive Assistant, preferably supporting C- level executives.

**Major Responsibilities:**

- Manage the CEO's calendar, schedule meetings, and coordinate travel arrangements across multiple time zones.

- Serve as the primary point of contact between the CEO and internal/external stakeholders, handling correspondence with professionalism and discretion.
- Prepare agendas, take minutes, and ensure follow-up actions for meetings.
- Assist with special projects, research, and preparation of reports or presentations as required by the CEO.
- Handle sensitive information with the utmost confidentiality and maintain the highest standards of discretion.
- Collaborate with various departments to ensure seamless office operations aligned with the CEO's objectives.
- Anticipate challenges and proactively identify solutions to streamline processes and support decision-making.

#### **5- Graphic Designer:**

Major: degree in Graphic Design, or any related field

Experience: 4-6 years of experience in print and digital design, B2B or lighting industry experience preferred.

Major Responsibilities:

- Maintain and evolve brand guidelines for consistency across all platforms; develop visual identities for products and campaigns.
- Create assets for marketing initiatives, product launches, and trade shows; design brochures, infographics, and presentations.
- Design technical sheets and product catalogs; collaborate with teams for accuracy and readiness.
- Create web visuals and social media content ensuring cohesive design across platforms.
- Design packaging and labels aligned with brand identity; work cross-functionally to ensure production precision.

Additional Requirements:

- Proficiency in Adobe Creative Suite and Figma; motion graphics experience is a plus.
- Creative thinker with excellent visual storytelling and collaboration abilities.

#### **6- Lighting Product Designer:**

Major: degree in Architectural Studies, or any related field

Experience: 1-2 years of experience in lighting product design or architectural design with a lighting focus

Major Responsibilities:

- Design architectural luminaires (linear systems, downlights, track lights, façade).
- Refine designs for lighting performance and aesthetic integration.
- Create photo-realistic renders for various environments.
- Use Lumion, 3ds Max, or V-Ray for realistic material and lighting simulations.
- Collaborate with marketing on visuals for presentations and catalogues.
- Assist in lighting layout planning with Dialux, Relux, or AGI32.
- Interpret architectural and MEP drawings for lighting solutions.
- Align simulations with photometric data.
- Produce 2D drawings and assembly diagrams for manufacturing.
- Support creation of spec sheets and installation guides.
- Collaborate with engineers, architects, and sales teams.
- Engage in prototyping, user testing, and design reviews.

- Provide input for trade shows and marketing visuals

Additional Requirements:

- Proficient in 3ds Max, AutoCAD, Lumion, Photoshop; knowledge of Rhino, Blender, or SketchUp is a plus.
- Experience with lighting simulation tools (Dialux, Relux, or AGI32) for application validation.
- Strong understanding of lighting aesthetics, material finishes, and architectural integration.
- Ability to interpret technical data (IES files, photometry) and apply it to design work.

**7- Mechanical Engineer:**

Major: degree in Mechanical Engineering, or any related field

Experience: 1-2 years of experience in product/mechanical design, preferably in lighting.

Major Responsibilities:

- Lead mechanical design from concept to production for lighting products.
- Create and validate 3D CAD models and detailed 2D drawings using SolidWorks.
- Design extrusions, sheet metal parts, die-cast components, and assemblies.
- Conduct tolerance analysis and thermal design assessments.
- Oversee prototype builds and design validation.
- Manage supplier collaboration for tooling and fabrication.
- Ensure compliance with certification standards (ENEC, CE, UL, IEC 60598).
- Review engineering documentation for accuracy.
- Provide technical leadership to junior engineers.
- Support production during pilot and mass production phases.

Additional Requirements:

- Knowledge of manufacturing processes (aluminum extrusion, die casting, CNC machining).
- Understanding of thermal management and compliance testing.
- Ability to lead projects from design to production.

**8- Procurement Engineer:**

Major: degree in Mechanical Engineering, Electrical Engineering, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Source and procure materials, equipment, and services aligned with project and operational needs
- Evaluate suppliers, negotiate prices, and manage contracts
- Coordinate closely with Sales, Finance, Technical, and operations teams
- Monitor delivery timelines, quality standards, and cost control
- Maintain accurate procurement records and reports

Additional Requirements:

- Experience in procurement within engineering, construction, or manufacturing environments is a plus
- Proficiency in Excel and ERP systems

**9- Sales Support Engineer:**

Major: degree in Electrical Engineering, Architectural Studies, or any related field

Experience: 1-2 years of experience in architectural lighting, construction, or technical sales support.

Major Responsibilities:

- Prepare and validate commercial quotations, technical submittals, and project documentation.

- Perform lighting calculations and simulations (DIALux), produce IES files, and provide technical guidance to the sales team and clients.
- Maintain accurate project pipelines, update the CRM, and produce sales reports.
- Coordinate with logistics, production, and operations to ensure timely order fulfillment and smooth project execution.
- Act as technical liaison for architects, consultants, contractors, and distributors during design, mock-ups, sampling, and installation.
- Support client presentations, product demonstrations, trade shows, and on-site mock-ups as required.

**Additional Requirements:**

- Proven exposure to specification-driven lighting projects; experience in UAE, KSA, and/or US markets is highly desirable.
- Proficient in AutoCAD (2D/3D), DIALux, and advanced Excel; familiarity with Photoshop, Illustrator, or V-Ray is a plus.
- US visa or foreign passport highly desirable.

**10- Senior Accountant:**

**Major:** degree in Accounting, Finance, or any related field

**Experience:** 5-7 years of solid accounting experience (manufacturing and/or project-based experience is a plus)

**Major Responsibilities:**

- Oversee the general ledger and manage month-end and year-end closing processes
- Prepare financial statements and management reports
- Manage accounts receivable, accounts payable, bank reconciliations, and cash flow tracking
- Support budgeting, forecasting, and cost control activities
- Coordinate with external auditors
- Ensure compliance with accounting standards and internal control procedures
- Support intercompany transactions and multi-currency accounting
- Ensure proper filing, documentation, and record-keeping
- Prepare and submit monthly and quarterly NSSF and MOF declarations
- Stay up to date with statutory deadlines and regulatory updates

**How to Apply:**

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

