

## **Data Entry and Junior Product Designer- PS Lab**

*Lighting experts, specialized in the planning, implementing and manufacturing of light and lighting fixtures*

Location: Bouar Keserwan

Working Days and Hours: Monday until Friday from 8:00 a.m. until 6:00 p.m. with 1 Hour of break

### **1- Data Entry:**

Major: degree in Computer Science, Business Administration, or any related field

Experience: 0- 2 years of progressive experience in CRM, customer experience, or related roles.

Major Responsibilities:

- Process, maintain, and update data within the system to ensure accuracy and relevance.
- Coordinate and report on information capture activities to facilitate efficient data management.
- Track and monitor team members' activities to ensure productivity and adherence to protocols.
- Train new users and providing support to existing users to optimize their utilization of the system, fostering smooth operations and user satisfaction.
- Respect & implement properly ISO 9001, ENEC, and UL requirements

Additional Requirements:

- Strategic vision to align CRM initiatives with overall business goals.
- In-depth knowledge of CRM systems, tools, and technologies.
- Familiarity with relevant technologies, such as CRM software, data integration tools, and analytics platforms.

Salary: 800 USD

### **2- Junior Product Designer:**

Major: degree in Architecture, or any related field

Experience: 0- 1 years of experience

Major Responsibilities:

- Design and conceptualize innovative ideas for projects
- Contribute to a culture of continuous learning and innovation, staying at the forefront of lighting technologies
- Collaborate closely with the engineering team to implement new lighting technologies in the projects
- Build mockups and prototypes to achieve optimal functionality and aesthetics based on feedback
- Translate the distinctive identity of PSLab into physical libraries and spaces

Salary: 1000 USD

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