

Senior CSR and Sustainability Officer, Channel Partner Coordinator

A leading company in the medical solutions industry, specifically in surgery and intensive care

Location: Beirut, Lebanon

1. Senior CSR and Sustainability Officer

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

Experience: 3 – 5 years of experience in CSR program management, stakeholder engagement, and partnership coordination

Major Responsibilities:

- Develop and implement CSR and sustainability initiatives
- Manage CSR projects, partnerships, and community engagement activities
- Conduct research on ESG trends, sustainability frameworks, and partnership opportunities
- Coordinate CSR certifications, sustainability reporting, and compliance activities
- Prepare reports, presentations, and related documentation
- Support internal and external coordination for CSR events and initiatives
- Promote sustainability awareness across the organization

Additional Requirements:

- Strong communication, research, presentation, and project management skills
- Knowledge of sustainability reporting standards, ESG frameworks, and CSR best practices

2. Channel Partner Coordinator

Major: degree in Business Administration, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Support onboarding and integration of new partners, ensuring smooth coordination
- Assist in preparing and maintaining documentation related to regulatory, tenders, agreements, and compliance requirements
- Liaise with internal departments, including Procurement, Finance, Supply Chain, and Quality, to ensure alignment and timely execution of partner-related activities
- Coordinate Channel Partner Manager meetings, including scheduling, follow-ups, and preparation of agendas, minutes, and action tracking
- Maintain and update partner database, including contacts, contracts, certifications, pricing details, and related documents

Additional Requirements:

- Excellent communication and coordination skills.
- Strong organizational and time-management skills.
- Ability to structure and prioritize multiple tasks.
- Strong proficiency in Excel and PowerPoint.

How to Apply:

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