

## **Media Planning Executive**

*A reputable company in Downtown Beirut, Lebanon*

Working days and hours: Monday until Friday from 9:00 a.m. until 5:00 p.m.

Major: degree in Business Administration, Marketing, Mass Media and Communication, or any related field

Work Experience: 2 – 4 years of experience in media planning

### Major Responsibilities:

- Coordinate end-to-end campaign execution and prepare reports
- Support planning & execution of integrated media campaigns
- Assist in developing media plans, schedule & budgets
- Liaise with partners & stay updated on media trends

### Additional Requirements:

- Proficiency in planning & execution tools (Optivi, Meta Business, Google Ads...)
- Strong understanding of digital and traditional media channels
- Experience in Media agency is a plus

### Additional Information:

- Package includes NSSF and Medical Insurance
- Salary: \$1,600 - \$2,000

### 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