

Marketing & Administrative Assistant- ALTRONIX

Industrial and packaging engineering company

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

Experience: fresh graduates are accepted

Major Responsibilities:

- Assist in identifying and researching potential leads and new business opportunities.
- Help prepare presentations, proposals, and marketing materials.
- Assist in developing and maintaining the company's online presence, particularly on LinkedIn, by helping schedule posts, draft content, and monitor engagement.
- Contribute to the creation and updating of marketing materials; including brochures, flyers, and presentations, ensuring content is accurate.
- Support the coordination and content creation of the company website, including uploading new text, visuals, and news items, in collaboration with external web developers or internal teams.
- Participate in the preparation and distribution of email campaigns, newsletters, and marketing communications to clients and prospects.
- Maintain and update CRM/database with leads and contact interactions.
- Conduct research (within skills and expertise) to assist with prospecting or projects

How to Apply:

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