

Sales Women and Salesmen, Graphic Designer and Digital Marketing Specialist (Social Media and Content Creator)- Uni Products Trading (UPT)

Uni Products Trading (UPT) is a fast-growing FMCG distribution company with a team of 50 talented professionals and an expanding footprint across Lebanon

Location: Beirut

Working Days and Hours: Monday until Friday; from 8:00 a.m. until 4:00 p.m.

1- Saleswomen and Salesmen:

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

Experience: 2- 5 years of experience in sales or distribution

Major Responsibilities:

- Promote and sell the company's products to new and existing clients.
- Build and maintain strong, long-term customer relationships.
- Follow up on customer orders, payments, and satisfaction.
- Monitor market trends and competitor activity.
- Report on daily sales activities and customer feedback.
- Collaborate with other departments to ensure smooth delivery and service.

Additional Requirements:

- Strong verbal and written communication in English and Arabic.
- Valid driver's license and access to a car.

2- Graphic Designer:

Major: degree in Graphic Design, Computer Graphics and Interactive media, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Create compelling and effective packaging design, editorial, marketing material and branding.
- Support brand identity and collaborate on new product concepts with marketing.
- Design and create visual assets for the brands social media, website and emails including graphics and videos.
- Collaborate with team members to develop and execute design concepts that aligns with the brands identity.

Additional Requirements:

- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Experience in adobe premiere and after effects is a plus.

— Strong portfolio in packaging/branding.

3- Digital Marketing Specialist (Social Media and Content Creator):

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

Experience: 2- 4 years of experience in digital marketing and content creation

Major Responsibilities:

- Create and publish content (photos, videos, reels) for Instagram, TikTok, Facebook, YouTube and LinkedIn
- Run and monitor paid digital campaigns (Meta, TikTok, Google)
- Manage content calendars and schedule posts
- Track and report on KPIs (reach, engagement, conversions, ad performance)
- Capture and edit short-form video content for platform trends
- Engage with community comments, messages, and influencers
- Update website content and support email campaigns

Additional Requirements:

- Proficiency in Canva, CapCut, Adobe Creative Suite, or similar tools
- Strong understanding of paid social ads and performance marketing
- Ability to create and edit video content for platforms like TikTok and Instagram Reels

How to Apply:

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