

Virtual Assistant, Graphic Designer and Sales Agent- Info Booking

Info Booking Beirut is a real estate organization offering property management solutions, short- and long-term rental services, and personalized client support.

Experience: fresh graduates are accepted

1- Virtual Assistant (Customer Support):

Major: degree in Business Administration, or any related field

Major Responsibilities:

- Manage guest inquiries and resolve issues promptly.
- Coordinate reservations; confirm availability, and upsell services to enhance guest experiences.
- Maintain records, update calendars, and liaise with property owners or maintenance teams for quick resolutions.
- Deliver warm, professional communication to build positive reviews and repeat business.

2- Graphic Designer:

Major: degree in Graphic Design, or any related field

Major Responsibilities:

- Design eye-catching Instagram posts, Reels thumbnails, and Stories.
- Maintain a consistent, clean, and premium grid aesthetic for social media.
- Produce social media content (carousels, infographics, promotional banners, etc.).
- Assist with simple video edits or motion graphics for Reels/TikTok.

Additional Requirements:

- Strong portfolio showcasing modern, luxurious visuals.
- Proficiency in Canva and/or Adobe Creative Suite (Photoshop, Illustrator, Lightroom).
- Understanding of Instagram aesthetics, typography, color theory, and social media trends.

3- Sales Agent (full-time or part-time):

Major: degree in Business Administration, or any related field

Major Responsibilities:

- Cold-call and follow up on leads from our database.
- Schedule and conduct on-site property visits and owner meetings.
- Present our management services, pricing, and success cases.
- Handle incoming sales inquiries via WhatsApp, phone, and Instagram DMs.

Additional Requirements:

- Excellent communication and persuasion skills in Arabic and English.
- Previous sales or hospitality experience is a plus but not mandatory.

How to Apply:

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