

## **Marketing Manager, Accountant – Technica International**

*Founded in 1982, Technica is a Manufacture automation equipment company of 200 industry Professionals, Engineers, technicians*

Location: Bikfaya, Lebanon

Working days and hours: Monday until Friday from 8:00 a.m. until 5:00 p.m.

### **1. Marketing Manager**

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

Experience: 5 – 7 years of experience in marketing.

Major Responsibilities:

- Define and evaluate new sectors to be added to the BMC and propose a plan for potential expansion.
- Evaluate market trends and propose new suppliers, agents, consultants, and establish strategic alliances.
- Draw a map of key decision makers in each multinational.
- Create a good connection with the company's network in order to grow the market.
- Set, develop and ensure implementation of the marketing strategy.
- Stay up-to-date with the new trends in digital marketing.
- Handle the company participation in exhibitions and events.
- Set the department plan based on the company strategy and ensure proper execution.
- Set the process and the yearly budget for the department.
- Manage the department resources and ensure a healthy work environment.

Additional Requirements:

- Experience in creating a marketing campaign, marketing strategy, and marketing plan.
- Experience in online marketing, including social media, and content marketing.
- Experience in the industrial field is a plus.

### **2. Accountant**

Major: degree in Business Administration, Accounting, or any related field

Experience: 5 – 7 years of experience in collections, sales, customer service

Major Responsibilities:

- Support the company in optimizing the company's financial transactions and systems.
- Communicate with all stakeholders to monitor the invoicing and claiming money.
- Assist in streamlining the accounts receivable process.
- Control the invoicing process.
- Maintain accounts receivable records to ensure aging is up to date, credits and collections are applied.
- Prepare analytical and ratio analyses relevant to A/R so management.

Additional Requirements:

- Familiar with ERP systems
- Experience in accounts receivable.

How to apply:

Kindly send your CV and contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb),  
Ext: 7801; 7802