Vacancies- Remotely X

Connecting talented individuals with exciting job opportunities in the U.S. and European regions

1. **Meta Paid Ads Manager**

Location: Remote

Working Days and Hours: 5 days a week, 8 hours per day; from 4:00 p.m. until 12:00 a.m. or 6:00 p.m. until 2:00 a.m. (Lebanon time)

Major: degree in Computer Engineering, Computer Science, or any related field

Experience: 2-4 years of experience

Key Responsibilities:

– Develop and implement effective Meta advertising strategies.
– Manage and optimize ad campaigns to maximize ROI.
– Analyze performance metrics and provide actionable insights.
– Collaborate with creative teams to design engaging ad content.
– Stay updated with Meta advertising best practices and platform updates.

Additional Requirements:

– Proven experience in managing Meta ad campaigns.
– Strong analytical skills with proficiency in advertising analytics tools.
– Up-to-date with the latest trends in Meta advertising.

Salary: $2,000-$2,500

2. Part-time Performance Marketing Specialist

Location: Remote

Working Days and Hours: 5 days a week, 8 hours per day; from 5:00 p.m. until 1:00 a.m. (Lebanon time)

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

Experience: fresh graduates are accepted

Major Responsibilities:

– Manage and optimize performance-marketing campaigns across various channels.
– Analyze campaign data to provide insights and recommendations.
– Collaborate with clients to understand their marketing goals.
– Suggest creative ideas for online advertisements.

- Write persuasive copy for cost-per-click (CPC) ads on search engines.

Additional Requirements:

- Strong understanding of digital advertising principles.
- Proficiency in analytics tools like Google Analytics.

Salary: $1,500+

3. Lead Generation Specialist

Location: Ghazir, Jounieh

Working Days and Hours: 5 days a week, 8 hours per day; from 4:00 p.m. until 12:00 a.m. (Lebanon time)

Major: degree in Computer Engineering, Computer Science, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Prospect leads through relevant channels.
- Qualify leads by assessing their level of interest.
- Communicate with prospects to understand their needs.
- Maintain accurate records of lead interactions in the CRM system.
- Collaborate with the sales team to ensure seamless lead handoff.

Additional Requirements:

- Proven experience in lead generation or sales.
- Familiarity with CRM software.

Salary: 1,300$ base + extra commissions

4. Inbox Manager

Location: Remote

Working Days and Hours: 5 days a week, 8 hours per day; from 4:00 p.m. until 12:00 a.m. (Lebanon time)

Major: degree in Computer Engineering, Computer Science, or any related field

Experience: 3-6 years of experience

Major Responsibilities:

- Organize and prioritize incoming emails.
- Respond to or delegate emails as appropriate.
- Maintain a clean and organized inbox.
- Implement strategies to improve email management processes.
- Ensure timely responses to important communications.

Salary: $600-$900 + Bonuses

5. CRM Specialist

Location: Remote

Working Days and Hours: 5 days a week, 8 hours per day; from 5:00 p.m. until 1:00 a.m. (Lebanon time)

Major: degree in Computer Engineering, Computer Science, or any related field

Experience: 2- 4years of experience

Major Responsibilities:

- Develop and implement CRM strategies.
- Analyze customer data to enhance customer experience.
- Collaborate with sales and marketing teams to optimize campaigns.
- Manage CRM systems and ensure data accuracy.
- Provide training and support to staff on CRM processes.

Additional Requirements:

- Proven experience as a CRM Specialist or similar role.
- Proficiency in CRM software (e.g., Salesforce, HubSpot).

6. Client Success Manager

Location: Remote

Working Days and Hours: 5 days a week, 8 hours per day; from 5:00 p.m. until 1:00 a.m. (Lebanon time)

Major: degree in Business Administration, or any related field

Experience: 2- 4years of experience

Major Responsibilities:

- Serve as the primary point of contact for client inquiries.
- Develop and maintain strong client relationships.
- Monitor client usage and satisfaction metrics.
- Provide training and support to clients.

– Collaborate with internal teams to address client needs.

Salary: $1,000-$1,200 + Bonuses

7. Cold Caller

Location: Remote

Working Days and Hours: 5 days a week, 8 hours per day; from 5:00 p.m. until 1:00 a.m. (Lebanon time)

Major: degree in Business Administration, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

– Make unsolicited phone calls to prospective customers.
– Present products or services and generate interest.
– Record details of interactions in the CRM system.
– Follow up on leads and schedule appointments.
– Achieve daily and weekly call targets.

Additional Requirements:

– Experience in telemarketing or sales is a plus.
– Familiarity with CRM systems.

Salary: $900-$1,000 + Bonuses

8. Lead Video Editor

Location: Remote

Working Days and Hours: 5 days a week, 4 hours per day; from 4 p.m. until 8:00 p.m. during the initial trial period.

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

Experience: fresh graduates are accepted

Major Responsibilities:

– Edit and assemble raw footage into polished videos.
– Collaborate with creative teams to understand project requirements.
– Implement graphics, special effects, and sound elements.
– Manage video projects from conception to completion.
– Stay updated with the latest video editing techniques and tools.

Additional Requirements:

– Proven experience as a Video Editor.
– Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro).
– Strong creative and storytelling skills.

Salary: $900 for the initial trial period. Once the role transitions to full-time, the salary will be discussed. (Salary Range: $1,600-$2,000)

9. Junior Pay-per-Click (PPC) Specialist

Location: Remote

Working Days and Hours: 5 days a week; from 9:00 a.m. until 6:00 p.m.

Major: degree Computer Science, Computer Engineering, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

– Manage end-to-end paid ad campaigns on Google Ads.
– Conduct keyword research and optimize ad copy.
– Monitor and analyze campaign performance metrics.
– Provide recommendations for campaign optimization.
– Stay updated with PPC best practices and industry trends.

Additional Requirements:

– Proven experience with Google Ads.
– Proficiency in analytics tools.

Salary: $1,200-$1,600

10. Full-time IT Specialist

Location: Remote

Working Days and Hours: 5 days a week; from 5:00 p.m. until 1:00 a.m.

Major: degree Computer Science, Computer Engineering, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

– Manage and maintain IT systems and networks.

- Provide technical support to staff.
- Implement security measures to protect data.
- Troubleshoot hardware and software issues.
- Stay updated with the latest IT developments.

Additional Requirements:

- Proven experience as an IT Specialist.
- Strong knowledge of IT systems and applications.
- Relevant certifications (e.g., CompTIA, Microsoft) are a plus.

Salary: $1,200-1,400 + Extra bonuses

11. Part-time Inventory Data Entry Specialist

Location: Remote

Working Days and Hours: 5 days a week; from 5:00 p.m. until 9:00 p.m.

Major: degree in Business Administration, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Enter and update inventory data in Shopify.
- Verify accuracy of data before and after entry.
- Generate inventory reports as needed.
- Assist in inventory control and reconciliation.
- Maintain organized records for easy retrieval.

Additional Requirements:

- Experience with Shopify and data entry.
- Proficiency in Microsoft Excel or similar tools.

Salary: $400

12. Full-time Research Analyst

Location: Remote

Working Days and Hours: 5 days a week; from 4:00 p.m. until 12:00 a.m.

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

Experience: fresh graduates are accepted

Major Responsibilities:

- Conduct research on block chain, cryptocurrency, and fintech trends.
- Create well-researched reports, articles, and whitepapers.
- Analyze market data and provide insights for strategic decision-making.
- Collaborate with marketing and content teams to develop engaging materials.
- Stay updated with industry regulations and developments.

Additional Requirements:

- Proven experience in block chain and crypto research.
- Strong copywriting and analytical skills.
- Proficiency in research methodologies and data analysis.

How to Apply:

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