

**PART-TIME VACANCY IN BEIRUT
BUSINESS DEVELOPMENT SUPPORT**

Ref. V/BS/1892

An office in Beirut is looking for a university undergraduate to assist in business development work. This is an ideal opening for someone studying engineering or science and looking for part-time work. Details as follows:

Responsibilities

- Conduct online search
- Look for business leads, identify, select and filter
- Prepare corporate lead reports
- Review or prepare client reports, assist in proposal preparation
- Follow-up admin work

Basic Qualifications

- Undergraduate student in Science, Engineering, Maths
- Strong written/verbal communication skills: English, Arabic
- Good working skills of Word and Excel
- Ability to work independently or as part of a team, as needed

Desired Qualifications

- Ability to complete research reports independently
- Advanced proficiency in Excel, Word and PowerPoint
- Understanding of basic telecom and wireless
- Project management experience

Compensation: commensurate with experience

Send your CV to careers@eicon-me.com, quoting Ref. V/BS/1892

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