



## Marketing Intern

### Duties & Responsibilities:

- Generate creative ideas, strategies, and techniques to help build engagement and follows.
- Manage the execution of the content strategy of Cosmaline's Facebook, Instagram and Tiktok
- Create genuine creative and engaging stories, posts, reels etc.... through a smartphone.
- Monitor social media insights to optimize reach and engagement of content.
- Brief and collaborate with the creative team on social media & E-commerce related initiatives.
- Generate insights on competition activities and analyze consumer sentiment by listening socially on all relevant digital platforms.

### Education:

Student who is undergoing their bachelor's degree in Marketing.

### Contact Details:

ritaaboukhalife@maliagroup.com



## Sales Operations Intern

### Duties & Responsibilities:

- Handle client invoicing and follow up on pending orders and delivery delays.
- Coordinate with Sales Manager in the development of Tender file/quotation; prepare administrative requests and the selected list of Pharmaline products with related applicable public price.
- Ensure that sold product has its target and public price entered on system in due time (before selling it).
- Coordinate with the delivery department for the dispatching of samples sent by internal mail.
- Monitor sales procedures to stay in line with company policies and procedures.
- Support in the execution of marketing plan and initiatives and actively contribute in providing social media content.
- Consolidate sales order and ensure accurate installation by service center team & place requisition forms to ensure availability of stock.

### Education:

Student who is undergoing their bachelor's degree in Business Management

### Contact Details:

ritaaboukhalife@maliagroup.com



## Job Description – Procurement Specialist

### Job Purpose

- Responsible for the timely and accurate purchase of material while ensuring compliance with set terms and conditions.
- Seek to maximize the value of the company by reducing cost and time, improving quality, and avoiding stock shortage.
- Responsible for handling and maintaining the procurement department databases while ensuring timely and accurate follow-up with all concerned parties.
- Perform duties in accordance with Malia Group Policies and Procedures.

### Duties & Responsibilities

#### On Procurement Process

- Follow up with respective suppliers to dispatch shipments on time, ensure conformity & availability of shipping documents before arrival of shipment (such as Insurance, invoices, PL, B/L, COC, COO...) to avoid delay in clearing process.
- Ensure accuracy and availability of needed documents such as Proforma, Price list, Invoice (v/s PO), Batch list, Packing list, Bill of lading-COC-COO.
- Monitor closely the clearing process to avoid any unjustified delay and take corrective actions in case of occurrence by escalating the issue.
- Execute Charges repartition & Landed cost of received shipments for each supplier (Check Insurance, Forwarder & Clearing agent invoices, Issue receipts, Check receipts v/s invoices, Value & POSM items).
- Create Accounts Payable invoices accurately, allocate the needed accounts and charges by item and verify landed cost on related receipts.
- Issue purchase orders and receipts accurately. Create suppliers and ensure accurate banking information.
- Send Debit Notes to all principals through proper maintenance of required files and records and follow up on reception.
- Update GIT, Landed cost, Insurance & Quotation files timely and accurately.
- Prepare the insurance file and follow-up on reimbursement in case of any missing or damaged items. Follow up with supplier on credit note in case the missing items were from supplier's end.
- Send and track DHL courier, ensure complete documentation of DHL file and follow up on payment alignment between DHL invoice, AWB receipt and Leadline Purchase Order.
- Ensure Items Creation are done accurately (Conversion-Inventory category-Sales & Costs Accounts-Purchasing accounts for POSM items – Master item-etc...).
- Run bi-annual bids and share detailed analysis.



### **On Accounting & Financial Support**

- Assist the Accounting department with the suppliers' dues and invoices maturity dates.
- Follow up on suppliers Statement of Accounts and take immediate corrective action in case of discrepancies.
- Prepare and send invoices and all other documents to Mared team for them to initiate bank transfers.

### **On Data Entry**

- Check M-Force receipts v/s PO and supplier invoice and correct any discrepancies.
- Data entry on EBS and shared folders such as GIT, Accounting, Landed cost, etc....
- Monitor the alignment between both systems EBS & M-Force and correct any discrepancies.

### **Education**

BA in Management or Supply Chain Management.

### **Experience**

Up to 2 years of relevant experience

### **Contact details**

araxieberberian@maliagroup.com