

Executive Secretary

A reputable company in Beirut

Major: degree in Business Administration, or any related field

Experience: 5 – 8 years of experience as an executive secretary or similar role

Additional Requirements:

- Proficient in Microsoft Office (Excel, Word, Outlook)
- Strong email communication and writing skills
- Excellent organizational and multitasking abilities
- Discretion and professionalism in handling confidential information
- Gender: Female

How to Apply:

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