

Order Processing Specialist

A reputable company located in Sin El Fil. – Lebanon

Major: degree in Business Administration, or any related field

Experience: 2 – 5 years of experience

Major Responsibilities:

- Receiving and confirming customer orders, ensuring all necessary details are accurate
- Entering orders into the system to initiate the fulfillment process
- Coordinating with other departments, such as sales, warehouse, and shipping, to ensure timely delivery of orders
- Managing changes to orders, such as cancellations, additions, or modifications
- Handling customer inquiries about the status of their orders, delivery dates, or any other questions related to the order

Additional Requirements:

- Strong communication skills and customer service orientation
- Strong MS Office and Excel skills

Salary and Benefits: \$900 per month

How to Apply:

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