

Customer Care Agent

A reputable company in Nahr El Mot, Lebanon

Major: Bachelor's degree in Business Administration, or any related field

Experience: 1 – 2 years of experience

Working Hours: Monday to Friday 8:00 a.m. till 5:00 p.m., Saturday 8:00 a.m. till 1:00 p.m.

Major Responsibilities:

- Confirm appointments and follow up with customers as needed
- Provide clear and accurate information about costs and timelines
- Respond to customer inquiries via phone, email, chat or social media
- Coordinate with service advisors to remind customers about the schedule

Additional Requirements:

- Fluent in French, English and Arabic
- Excellent communication skills and Proficiency in CRM software

Salary: Around \$700

How to Apply:

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