

Executive Assistant

An automotive company

Location: Nahr El Mot, Lebanon

Working Hours: Monday to Friday from 8:00 a.m. till 5:00 p.m.

Major: degree in Business Administration, or any related field

Experience: 3 – 5 years of experience

Major Responsibilities:

- Manage daily administrative tasks & maintain office organization
- Handle incoming calls, emails & correspondence professionally
- Ensure confidentiality & data protection at all times
- Schedule appointments & manage calendars
- Prepare reports & documents as needed

Additional Requirements:

- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- English & French are a MUST

Additional Information:

- Benefits: NSSF + Monthly bonus
- Salary: \$1000 - \$1100

How to Apply:

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