

## **Part-Time Business Development Specialist**

*Marketing industry*

Location: Hybrid (Sin El Fil)

Major: degree in Business Administration, or any related field

Experience: currently enrolled students and fresh graduate are both accepted

Major Responsibilities:

- Conduct cold calling to potential clients
- Generate and qualify new business leads
- Maintain client databases and track outreach efforts
- Support the Senior Consultants in scheduling meetings and follow-ups
- Communicate effectively in both English and Arabic

Additional Requirements:

- Fluent in English and Arabic (spoken and written)
- Previous experience in business development, lead generation, or sales is a plus
- Knowledge in using CRMs is a great advantage.
- Comfortable working part-time in a hybrid setup (remote + occasional in-person meetings)

How to Apply:

Kindly send your CV or contact the Career Services center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb),  
Ext. 7801; 7802