

Documentation Officer – MSC Lebanon

A leading global shipping company

Location: Lebanon

Working Hours: Monday – Friday from 8:00 a.m. till 4:00 p.m.

Major: Bachelor's degree in Business Administration, or Management.

Experience: 0 – 2 years of experience

Major Responsibilities:

- Ensure all export documents align with export regulations and the specific requirements of destination ports.
- Maintain a well-organized and accurate database and filing system for all export documentation.
- Cultivate and maintain professional and positive relationships with clients, MSC Geneva, and other MSC agents.

Additional Requirements:

- Arabic and English (French is a plus)
- Understanding of fundamental shipping concepts and procedures is a plus
- Proficiency with Microsoft Office Suite

How to Apply:

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