

Accountant and Secretary- Admin Assistant

For a reputable company in Beirut

Salary: Around \$1000

1- Accountant:

Working Days and Hours: Monday until Friday, 9 hours a day

Major: degree in Accounting, Finance, Business Administration, or any related field

Experience: 2-4 years of experience in Accounting

Major Responsibilities:

- Maintain accurate records of daily financial transactions
- Process invoices, payments and monitor outstanding balances
- Maintain organized financial records and update accounting systems
- Assist in tax filings, audits, and ensuring compliance with regulations

2- Secretary- Admin Assistant:

Working Days and Hours: Monday until Friday, from 8:00 a.m. until 5:00 p.m.

Major: degree in Business Administration, or any related field

Experience: 2-3 years of experience in secretary, administrative tasks

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

How to Apply:

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