

Administrative Assistant

For our reputable company in Nahr El Mot area

Major: degree in Business Administration, or any related field

Experience: 2-3 years of experience in administrative work

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

Salary: around \$800

How to Apply:

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

Ext. 7801; 7802