

Business Intern- SMS Urban Management

Projects and property management services.

Location: Down Town- Beirut

Major: degree in Business Administration, or any related field

Experience: currently enrolled students and fresh graduates are both accepted

Major Responsibilities:

- Handle general administrative assistance
- Fill and handle paperwork
- Prepare and organize reports
- Support daily office operations

How to Apply:

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