

## **Executive Assistant to the CEO**

*Cargo Industry*

Location: Beirut

Working Hours: 8:00 a.m. until 5:00 p.m.

Major: degree in Business Administration, or any related field

Experience: 3-5 years of experience in a similar role

Additional Requirements:

- Industry experience is a plus
- Able to travel

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