

## **Sales Administrator**

*Food and Beverage Manufacturing*

Location: Chouifet

Major: degree in Business Administration, Marketing, or any related field

Experience: 1-4 years of experience in a sales support or administrative role

Major Responsibilities:

- Prepare and maintain sales reports and dashboards
- Monitor and analyze sales data to support strategic decisions
- Assist in managing sales documentation and internal communication
- Coordinate with the sales team to ensure smooth operations and follow-ups
- Provide administrative support in day-to-day sales functions

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