

Operations Supervisor

A reputable company in Zalka, Lebanon

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

Experience: fresh graduates are accepted

Major Responsibilities:

- Supervise and manage daily operational and accounting cycles.
- Prepare and monitor quotations, correspondence, and administrative documents.
- Ensure timely and efficient execution of all operational activities.
- Handle and follow up on customer claims, aiming for optimal resolution and satisfaction.
- Train team members on insurance programs and ensure system updates.
- Maintain a professional and customer-centric attitude in all stakeholder interactions.
- Support the team with additional tasks as assigned, including emergency services outside normal hours when needed.

Salary: \$1,200 – \$1,500 (based on experience)

How to Apply:

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