

Administrative & Logistics Assistant

For a reputable company in Jal El Dib

Working Days and Hours: Monday until Friday; from 7:30 a.m. until 4:30 p.m.

Major: degree in Business Administration, or any related field

Experience: 6-8 years of experience in Administration, Logistic or related field

Major Responsibilities:

- Manage supplier payments, petty cash, legal paperwork & travel arrangements
- Maintain & handle cost sheets, reports, client payment receipts and collections
- Oversee order movements, negotiate freight costs & verify shipping documents
- Prepare & update sales offers, request supplier quotations
- Prepare delivery notes, invoices & shipping schedules
- Liaise with dispatch / receiving teams

Additional Requirements:

- Experience in Shipping and Accounting program are a must
- Fluent in English, French is a plus

Salary: Salary around \$1250

How to Apply:

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