

Media Billing Officer

A media company

Location: Beirut, Lebanon

Working Days and Hours: Monday to Friday from 9:00 a.m. to 5:00 p.m.

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

Experience: 2 – 5 years of experience in billing, finance or similar

Major Requirements:

- Liaise with media and financial teams to reconcile billing discrepancies
- Ensure timely and accurate invoicing for media campaigns
- Generate reports and assist in monthly closing activities
- Maintain up-to-date records of all billing transactions
- Manage and process media billing operations

Additional Requirements:

- Visual Dolphin & ERP System are a MUST
- Gender: Female

Additional Information:

- Package includes Medical Insurance
- Salary: around \$1,400

How to Apply:

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