

## **Office Manager**

*A reputable company located in Horsh Tabet, Lebanon*

Major: degree in Business Administration, Human Resources, or any related field

Experience: 5 – 7 years of experience in operation managements

Additional Requirements:

- Demonstrated experience in recruitment, performance management, and policy development
- High proficiency in Microsoft Office Suite (Outlook, Forms) and operational management software

Salary: around \$2,500

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