

## **Office Manager**

*A leading international group*

Location: Beirut, Lebanon

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

Experience: 3- 6 years in office or administrative management

### Major Responsibilities:

- Oversee daily office operations & coordination
- Manage communication, suppliers, and office logistics
- Support onboarding, attendance, and administrative tasks
- Handle travel arrangements (visas, flights, hotels)
- Maintain documentation, reports, and compliance procedures

### Additional Requirements:

- Strong organizational and communication skills
- Proficiency in MS Office

### 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