

Operations Officer

A reputable company

Location: Beirut, Lebanon

Major: degree in Business Administration, or any related field

Experience: 1 – 2 years of experience in freight forwarding, logistics, or shipping

Working Hours: Monday to Friday from 8:00 a.m. until 5:00 p.m.

Major Responsibilities:

- Ensure accuracy, compliance, and cost-efficient process optimization
- Liaise with carriers, customs & transporters to ensure smooth shipment
- Track shipments, manage schedules, & resolve operational issues
- Coordinate and monitor daily import / export operations

Additional Information:

- Salary: \$800 - \$1050
- Transportation paid as per Lebanese law
- Package includes NSSF + Medical Insurance

How to Apply:

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