

## **Data Operations Officer**

*A reputable company in Achrafieh, Lebanon*

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

**Major:** degree in Business Administration, Management, Computer Sciences, Computer Engineering, or any related field

**Experience:** 1 – 2 years of experience as Data Operations Officer

**Major Responsibilities:**

- Support data audits, testing & platform improvements
- Monitor listings, reviews & flag any inconsistency
- Upload, update & maintain information and data
- Track new venues / events & conduct field visits

**Additional Information:**

- Package includes: NSSF + Medical Insurance, Commissions on sales, Transportation as per Lebanese Law
- Salary: Around \$800 - 1000

**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