

## **Employé Boutique- Total Energies**

*Total Energies is a global multi-energy company that produces and markets energies: oil and biofuels, natural gas and green gases, renewables and electricity.*

Location: Nahr Ibrahim and Jounieh Service Stations

Working days and Hours: Monday until Saturday, from 3:00 p.m. until 10:00 p.m.

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

Experience: currently enrolled senior students and fresh graduates are both accepted

Major Responsibilities:

- Operate the cash register
- Place orders for merchandise
- Receive and check deliveries
- Enter invoices into the current system
- Perform stock checks (physical vs. system)
- Monitor product quality and expiration dates
- Assist in managing all boutique services (FMCG, coffee machine, money transfer, lottery, etc.)
- Ensure cleanliness and hygiene of the workspace
- Complete cleanliness checklist
- Check that equipment is functioning properly (alarm system, cameras, fire extinguishers, refrigerators, etc.)

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