

Operations Coordinator

A reputable company in Furn El Chebbak, Lebanon

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

Major: degree in Computer Science, Computer Engineering, or any related field

Experience: 0 – 2 years of experience

Major Responsibilities:

- Handles day to day office and administrative tasks & activities
- Coordinates with project manager and team
- Prepares progress reports

Additional Requirements:

- Knowledge of Digital Platforms is a plus
- Basic understanding of HTML

Additional Information:

- Package includes Medical Insurance
- Salary: around \$600 - 800

How to Apply:

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