

## **Administrative Assistant**

*A leading multinational company*

Location: Saeb Salam, Beirut

Major: degree in Business Administration, or any related field

Experience: 3 – 5 years of experience as an Administrative Assistant

Additional Requirements:

- Available to join immediately
- Residing in or near the Saeb Salam area
- Gender: Female

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