

Operations Officer

Sea & Air Shipping and Freight Forwarding Company

Location: Beirut, Lebanon

Major: degree in Business Administration, or any related field

Experience: 2 – 4 years of experience in freight forwarding business with proficiency in Accounting Software and Excel

Major Responsibilities:

- Prepare & manage all shipping & customer requirements
- Liaise with warehouses & agents to ensure smooth execution
- Provide customer service, handle bookings & manage claims
- Prepare precise sea/air quotations & support sales team
- Coordinate end-to-end sea and air freight operations

Additional Information:

- Transportation as per Lebanese Law
- Medical Insurance & NSSF
- Salary: around \$1000 – 1100 + Bonuses

How to Apply:

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