

## **Paid HR Internship**

*A reputable company Jdeideh, Lebanon*

Working Days and Hours: 3 – 4 days per week for 3 – 4 hours per day

Major: degree in Business Administration, or any related field

Experience: Currently enrolled students are accepted

### Major Responsibilities:

- Manage daily administrative tasks
- Handle incoming calls & emails
- Schedule appointments
- Prepare reports

### Additional Requirements:

- Fluency in English and French
- Good knowledge of Excel
- Residence should be Near Jdaydeh
- 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