

HR and Administrative Assistant- Save the Children

Save the children is an international NGO that promotes children's rights, provides relief and helps support children in developing countries.

Location: Zahle or Akkar

Application Deadline: Monday January 14, 2019

Contract Duration: 12 months

Major: Bachelor of Business Administration (concentration in Human Resources) or any related field

Experience: 2 years of working experience

How to apply:

Kindly send your CV with "Human Resources and Administrative Assistant" in the subject line to:

Lebanonhrz@savethechildren.org for Zahle

Lebanonhrg@savethechildren.org for Akkar

Or contact the Career Services Center, Email: career.services@balamand.edu.lb, ext. 7801, 7802