

Personal Assistant – Aabco

A company of global engineering experts for reinforced concrete

Location: Mejdlaya, Lebanon

Major: degree in Business Administration, Management, or any related field.

Major Responsibilities:

- Manage and organize daily schedules and meetings.
- Handle correspondence, emails.
- Maintain filing systems and ensure documentation is up-to-date.
- Prioritize tasks and manage multiple projects simultaneously.

Additional Requirements:

- Good communication skills.
- Strong organizational and time management abilities.
- Ability to multitask and prioritize tasks effectively.
- Proficient in Email, Microsoft Office and other relevant software.

How to Apply:

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