

## **Admin Coordinator**

*A company located in Jal El Dib area*

Major: Business Administration or any related field

Experience: 2- 5 years of experience in office management and accounting programs

Major Responsibilities:

- Requesting prices from suppliers and getting shipping costs
- Preparing payments and follow up with clients
- Collaboration with IT and other departments
- Coordination on legal paperwork

Salary: 700 USD

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