

## **Admin and Pricing Coordinator**

*A reputable company*

Location: Jal El Dib, Lebanon

Major: degree in Business Administration, Accounting, or any related field

Experience: 2 – 5 years of experience

### 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 paper work
- Follow up on office management duties

Salary: 700 USD per month

### 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