

Personal Assistant

International company in UAE and KSA

Location: Remote

Working schedule: 8 hours for 6 days per week

Major: degree in Business Administration, or any related field

Experience: 3-6 years of experience as personal assistant

Major Responsibilities:

- Provide executive administrative support
- Coordinate appointments, meetings, calls & emails.
- Prepare reports and presentations ensuring accuracy and confidentiality

Additional Requirements:

- Able to travel to UAE and KSA for Business trips
- Fluent in Arabic, English and French

How to Apply:

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