

## **Service Administrative Assistant**

*For a reputable company*

Location: Zouk Mosbeh

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

Experience: 0- 3 years of experience in office, service management

Major Responsibilities:

- Welcoming guests
- Requesting quotations from suppliers
- Preparing payments/ invoices and follow up with clients
- Collaborating with other departments
- Ensuring customer satisfaction
- Following up on office management duties

Salary: 600 USD / 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