

## **Assistant – Butlers & Co**

*One of the leading hospitality groups in Lebanon*

Location: Beirut, Lebanon

Major: degree in Business Administration, or any related field

Experience: Fresh graduates are accepted

Major Responsibilities:

- Create and manage PowerPoint presentations and slides
- Take minutes during meetings and distribute them accordingly
- Provide general administrative support as needed

Additional Requirements:

- Proficiency in Microsoft PowerPoint and other MS
- Excellent organizational and time management skills
- Strong attention to detail
- Previous experience in a similar role is a plus

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