

Chief of Staff

An online recruitment agency that connects Lebanese talent with agencies based in the US

Location: Remote

Working Days and Hours: Monday until Friday; From 9:00 a.m. until 5:00 p.m.

Major: degree in Business Administration, or any related field

Experience: 5 – 7 years of experience in a similar role.

Major Responsibilities:

- Maintain and coordinate the executive's complex and frequently changing calendar, scheduling and prioritizing appointments, meetings, and events.
- Monitor, filter, and manage the executive's email inbox, drafting, reviewing, and sending emails on their behalf, and ensuring timely responses.
- Manage and respond to messages on iMessage and Slack, organizing and prioritizing communications to maintain focus on critical tasks.
- Plan and coordinate all aspects of domestic and international travel, including flights, accommodations, transportation, and detailed itineraries.
- Oversee and manage multiple projects simultaneously, ensuring timely completion and alignment with executive priorities and goals.
- Prepare agendas, materials, and presentations for meetings, coordinate with stakeholders, take detailed notes, and follow up on action items.

Additional Requirements:

- Proven experience working with a visionary leader, preferably within the Entrepreneurial Operating System (EOS) framework.
- Exceptional organizational and time management skills, with a keen attention to detail.
- Fluency in English and Strong communication skills, both written and verbal.
- Proficiency in using office productivity tools (e.g., Microsoft Office, Google Workspace) and communication platforms (e.g., Slack, iMessage).

Salary: starting \$1,600

How to Apply:

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