

## **Executive Secretary- Arcan Group**

*Arcan group is a leading company in the electrical-mechanical contracting and construction industry, providing innovative solutions and high-quality services to a diverse range of clients*

Location: Ashrafieh

Working Days and Hours: Monday until Thursday; from 8:00 a.m. until 1:00 p.m.

Major: degree in Business Administration, or related field preferred

Experience: 3-5 years as an executive secretary or in a similar administrative role, preferably in the electrical-mechanical contracting or construction industry

### Major Responsibilities:

- Manage the daily schedule and calendar of the CEO/Managing Director, including scheduling meetings, appointments, and travel arrangements.
- Prepare and edit correspondence, reports, presentations, and other documents as needed.
- Handle incoming and outgoing communication, including emails, phone calls, and mail, ensuring timely and accurate responses.
- Organize and coordinate meetings, including preparing agendas, materials, and minutes.
- Maintain and organize confidential files and records, ensuring proper documentation and easy retrieval.
- Oversee the preparation, distribution, and filing of various company documents, such as contracts, project reports, and financial records.
- Process and maintain records of invoices, purchase orders, and receipts, ensuring timely approvals and payments.
- Assist with processing invoices, purchase orders, and receipts, ensuring accuracy and compliance with company policies.
- Coordinate with the finance department to facilitate smooth processing of financial documents.
- Ensure the executive office is well organized and efficiently run, including managing office supplies and equipment.
- Coordinate with other departments to ensure smooth communication and workflow within the company.

### Additional Requirements:

- Half-Time position based in the company's headquarters.
- Should be motorized

Salary: US\$400 to US\$600 (depending on experience)

### 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