

## **Office Assistant – The Right Cover**

*An insurance broker office*

Location: Raouche, Lebanon

Working Hours: Monday until Friday from 8:30 a.m. until 4:30 p.m.

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

Experience: Fresh graduates are accepted. Similar experience is a plus

Major Responsibilities:

- Prepare insurance quotations
- Support clients and answer their calls in a friendly and professional way

Salary: Basic salary in fresh USD + medical insurance + commissions

How to Apply:

Kindly send your CV and contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb),  
Ext. 7801; 7802