

## **Receptionist – Moubarak Associates**

*Engineering and legal consulting company*

Location: Zalka, Lebanon

Major: degree in Business Administration, or any related field

Working Hours: Monday till Friday

Experience: 2 – 3 years of experience

Major Responsibilities:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Perform other clerical receptionist duties such as filing, photocopying, transcribing

Salary: \$700

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