

## **Operations Coordinator**

*A reputable company*

Location: Beirut, Lebanon

Major: degree in Business Administration, Computer Science, Computer Engineering, or any related field

Experience: fresh graduates are accepted

Working Hours: Monday to Friday from 8:00 a.m. until 4:30 p.m.

Major Responsibilities:

- Handles day to day office and administrative tasks & activities
- Coordinates with project manager and support team
- Prepares progress reports

Additional Information:

- Gender: Female
- Basic understanding of HTML

Salary: \$600 - \$800

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