

Receptionist

A Canadian mortgage broker company

Contract Type: Part time or Full time (Remote)

Working days and hours: Monday until Friday; From 4:00 p.m. until 8:00 p.m. or 8:00 p.m. until 12:00 a.m. Beirut time (for part-time) and 4:00 p.m. until 12:00 a.m. (for full-time)

Major: degree in Business Administration, or any related field. Proficiency in English and French.

Experience: fresh graduates are accepted

How to Apply:

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

Ext. 7801; 7802