

Part- time Administrative Assistant

A company in Jdaydeh

Major: degree in Business Administration, or any related field (preferably a female)

Experience: 1 – 3 years of experience in an administrative role

Working Hours: Monday until Friday from 8:00 a.m. until 2:00 p.m.

Major Responsibilities:

- Handles all Administrative tasks
- Communicates with clients and candidates.
- Prepares reports & Excel sheets

Salary: \$300 + commission

How to Apply:

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