

Data Entry Clerk

A company in Batroun

Major: degree in Business Administration, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Entering and maintaining data
- Ensuring data integrity
- Supporting various administrative tasks

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balalmand.edu.lb, ext. 7801; 7802