

Junior Operations Coordinator

For a reputable company

Location: Furn El Shebak area

Working Days and Hours: Monday until Friday, from 8:00 a.m. until 4:30 p.m.

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

Experience: fresh graduates with basic understanding of HTML are accepted

Major Responsibilities:

- Handle office and administrative tasks & activities
- Responsible for testing and quality check
- Coordinate with project manager and team
- Prepare progress reports

Salary: \$600 - \$800

How to Apply:

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