

## **Administrative Assistant - Maverick Petroleum**

*A petroleum trading company based in Dubai, United Arab Emirates, operating in the international oil and energy markets since 2016*

Location: Dubai, United Arab Emirates

Major: degree in Business Administration, Management, or any related field

Work Experience: fresh graduates are accepted

### Major Responsibilities:

- Administrative and secretarial support to management
- Preparation of business correspondence and reports
- Coordination of meetings and travel arrangements
- Maintaining office records and communications
- Liaising with international clients and partners

### Additional Requirements:

- Excellent command of English (Arabic and French are an advantage)
- Gender: Female

### Additional Information:

- UAE employment visa
- Medical insurance
- Accommodation allowance / Accommodation
- Salary: AED 6,000 – 8,000

### 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