

## **House Manager**

*For a private palace in Riyadh, KSA*

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

Experience: 5 - 7 years of experience in 5-star hotels

Major Responsibilities:

- Arrange maintenance, supervise providers & other duties
- Manage purchasing, inventory & household budget
- Oversee household operations, staff & daily tasks
- Coordinate events, guests, travel & logistics
- Prepare reports, track expenses & records

Additional Requirements:

- Fluency in English is a must
- Gender: female

Salary: around \$3,500 – 5,000+ Transportation +Accommodation+ Medical Insurance

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