

## **Vacancies- Recruitment Agency**

*Multiple vacancies in Lebanon via a recruitment agency*

### **1. HR & Administrative Assistant**

Location: Beirut, Lebanon

Major: degree in Business Administration, or any related field

Experience: 1 – 3 years of experience

### **2. Cables Sales Executive**

Location: Jnah, Lebanon

Major: degree in Business Administration, or any related field

Experience: 2 – 4 years of experience in electrical cables sales, with good understanding of electrical cables, specifications, and applications

### **3. Procurement Manager**

Location: Antelias, Lebanon

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

Experience: 5 – 7 years of experience in contracting or procurement, with strong negotiation skills to effectively engage with suppliers and secure favorable contract terms

### **4. ERP Project Manager**

Location: Hazmieh, Lebanon

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

Experience: 5 – 10 years of experience in ERP or software project management

### **5. Junior Tendering Engineer**

Location: Beirut, Lebanon

Major: degree in Electrical Engineering, or any related field

Experience: 0 – 2 years of experience in tendering, estimation, or engineering support roles. Exposure to construction, contracting, or engineering projects is a plus

## **6. Sales Manager**

Location: Antelias, Lebanon

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

Experience: 5 – 7 years of experience in Real Estate

Additional Requirements:

- At least 2 years of experience in a managerial or team leadership role
- Proven sales leadership skills with a track record of achieving and exceeding sales targets in the real estate sector

## **7. Recruiter and Talent Specialist**

Location: Hazmieh, Lebanon

Major: degree in Business Administration, or any related field

- Experience: 3 – 7 years of experience in recruitment, talent acquisition, or talent development roles

Additional Requirements:

- Proven experience hiring across multiple functions, preferably within technology, software, ERP, SaaS, or consulting environments
- Proficiency in HR tools such as ATS and LMS platforms
- Familiarity with ERP systems is a plus

## **8. Sales Executive**

Location: Antelias, Lebanon

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

Experience: 3 – 5 years of experience in outdoor B2B sales with strong understanding of the Lebanese corporate market

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