

Admin Coordinator/ Client Success Specialist

A company in Frun El Chebbak – Beirut, Lebanon

Working days and hours: Monday to Friday from 8:00 a.m. to 4:30 p.m.

Major: degree in Computer Science, Business Administration, or any related field

Experience: 0- 2 years of experience in office management.

Major Responsibilities:

- Oversee IT tasks, network troubleshooting
- Implement and manage operational process,
- Support data analysis
- Identify improvement areas and monitor KPI performance.

Additional Information:

- Fluent in both Arabic and English (French is a plus)
- Good Analytical and problem solving

Salary: 600 - 650 USD

How to Apply:

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