

## **Administrative Assistant**

*For a company in Dekwaneh area*

Location: Dekwaneh area

Working Days and Hours: Monday until Friday; from 8:30 a.m. until 5:30 p.m.

Major: degree in Business Administration, or any related field

Experience: 3-5 years of experience in office management

Additional Requirements:

- Gender: female
- Fluent in both Arabic and English
- Excellent command in Microsoft office and capable of creating formulas in Excel

Salary: Around \$650 USD

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