

Junior Sourcing and Data Entry Officer

A trading company in Hazmieh

Location: Hazmieh

Major: degree in Business Administration, or any related field

Experience: 1-3 years of experience

Major Responsibilities:

- Accurate and timely data entry into systems, with a focus on information.
- Ensure data integrity and compliance with established standard
- Conduct research and sourcing of potential customers based on the market
- Assist where required with the updating and maintaining accurate documentation.
- Contribute to the continuous improvement of mortgage data entry processes.
- Maintain accurate records and management information in respect of applications input into the system enquiries and the recording of terms issued and reasons for decline.

How to Apply:

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