

**Administrative Assistant- KlimaContra**

*Specializes in manufacturing and procuring products to the HVAC market.*

Major: degree in Finance, Accounting, Business Administration, or any related field

Experience: 2-3 years of experience with basic Knowledge in accounting

How to apply:

Kindly send your CV and contact the Career Services Center, E-mail:

[career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb), Ext. 7801; 7802