

Administrative Coordinator- The International Executive School

To deliver a high-class professional program

Major: degree in Business Administration, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Provides confidential secretarial and administrative support for the executives, to include managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate
- Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues; organizes and facilitates meetings, conferences, and other special events, as required
- Gathers, enters, and/or updates data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office
- Monitors and coordinates accounting activities as appropriate, and prepares internal reports for management
- Assists with project development and planning to ensure more efficient service and organization of the office

Additional Requirements:

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise
- Fluent in English and a second language (Arabic or French)

How to apply:

kindly send your CV, or contact the Career Services Center, E-mail:

career.services@balamand.edu.lb, Ext. 7801; 7802