

Front Desk/Admin Assist- MMG holdings

MMG Holding is a facility management company offering expertise in facility management, property management, energy services, and MEP home services

Major: degree in Business Administration, or any related field

Experience: 5-8 years of experience

Major Responsibilities:

- Performing front desk functions
- Assisting the operations department in data entry
- Coordinating with suppliers
- Managing office supplies
- Channeling calls
- Assisting in human resources function

How to apply:

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