

## **Part Time Accountant and Graphic Designer- Pharmax**

*Pharmaceutical company*

Location: Naccache

Working Days and hours: 3 half days a week

### **1- Part Time Accountant**

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

Experience: 5-7 years of experience

Major Responsibilities:

- Maintain and review accounting records while ensuring proper documentation with supporting documents.
- Maintain Petty Cash and bank transactions
- Prepare Tax on Salary Quarterly declaration
- Prepare Income Tax Annual declaration
- Prepare Year –end audit
- Prepare NSSF monthly and Yearly declaration
- Prepare Payroll

### **2- Part Time Graphic Designer**

Major: degree in Graphic Design, or any related field

Experience: 5-7 years of experience

Major Responsibilities:

- Conceptualize visuals based on requirements
- Create images, infographic and layouts by using design software
- Prepare rough drafts and presentation ideas
- Work on Powerpoint template

Additional Requirements:

- Adobe Illustrator, Adobe Photoshop
- Ms Word, Ms excel, MS powerpoint

How to apply:

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