

Reservation Officer

For a Lebanese Cuisine restaurant

Location: Achrafieh

Working Days and Hours: Monday to Friday from 05:00 p.m. until 10:00 p.m. and Sunday from 10:00 a.m. until 10:00 p.m.

Major: degree in Business Administration, Hospitality Management, or any related field. The appointed candidate needs to be fluent in English and French

Experience: fresh graduates are accepted

Major Responsibilities:

- Scheduling all reservations and planned seating arrangements for breakfast, lunch and dinner service
- Managing in-person and telephone guest inquiries, customer service requests and reservation bookings

Salary: \$600 in cash + Transportation + NSSF

How to apply:

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