

## **Research Assistant- The Lebanese Institute for Market Studies (LIMS)**

*LIMS is a platform for research, collaboration, and innovation in public policy*

Location: Tripoli, Lebanon

Working Days and Hours: Monday until Friday, from 10:00 a.m. until 6:00 p.m.

Major: degree in Business Administration, Economics, Political Science and International Affairs, or any related field

Experience: Fresh graduate are accepted

### Major Responsibilities:

- Draft concise English summaries and descriptions.
- Communicate clearly in English with consultants and researchers.
- Conduct online research in English and collect data from reliable sources.
- Accurately enter and organize information in Excel spreadsheets.
- Handle documents with professionalism and confidentiality.

### How to Apply:

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