

## **Logistics Assistant- Matelec**

*A leading manufacturer of power and distribution transformers, other electrical products, and a trusted provider of turnkey engineering and contracting solutions for energy infrastructures.*

Major: degree in Business Administration, or any related field

Experience: 0- 2 years of experience in export documentation and logistics operations

### Additional Requirements:

- Familiarity with international shipping procedures, including packing lists, bills of lading, and Incoterms
- Exposure to project-based logistics support, especially for international operations, is advantageous
- Proficiency in logistics software, Microsoft Office (Excel, Word, Outlook), and document management systems
- Strong understanding of shipping regulations and customs documentation
- Strong communication and interpersonal skills to coordinate with internal teams and external partners
- Proficiency in English and French (written and spoken) is required

### 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