

## **Personal Assistant**

*A security company*

Location: Baabda, Lebanon

Major: degree in Business Administration, or any related field

Work Experience: 1- 2 years of experience

### Major Requirements:

- Manage scheduled meeting appointments
- Handle confidential documents and correspondence
- Prepare reports, presentations, and data entry
- Support daily tasks, prioritize workload, and multitask
- Liaise with teams / departments

### 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