

Operations Officer

Freight & Logistics Company in Mar Mikhael

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

Experience: Fresh graduates are both accepted

Working Hours: Monday to Friday from 8:00 a.m. until 5:00 p.m.

Major Responsibilities:

- Maintain shipment records, support quotations & operations
- Track shipments and liaise with carriers, agents & customers
- Prepare shipping documents & ensure customs compliance
- Coordinate Air, Ocean & Land freight shipments

Additional Information:

- Salary: Around \$1000
- NSSF after probation period
- Bonuses and Medical Coverage

How to Apply:

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

Ext. 7801; 7802