

## **Administrative Internship**

*One of the leading catering companies in Lebanon, managing major events and weddings*

Location: Jdeydeh, Metn

Working Days and Hours: Monday until Friday from 9:00 a.m. until 5:00 p.m., and Saturdays until 1:00 p.m.

Internship Duration: 4-month internship

Major: degree in Tourism and Hotel Management, Business Administration, or related field

Experience: fresh graduates are accepted (preferably a female)

### Key Responsibilities:

- Assist in planning and organizing events from start to finish
- Coordinate with vendors, suppliers, and service providers
- Support on-site event operations and logistics
- Manage guest relations and ensure a positive client experience
- Follow up on event requirements and timelines
- Assist in handling operational and administrative tasks related to events.

Salary: \$600

### 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