

Dear ,

If you are interested in the below Job Offer, you are kindly asked to send your updated CV to the NDU Placement Office E: [placement@ndu.edu.lb](mailto:placement@ndu.edu.lb) and to mention the Job Reference Number.

Only NDU students can apply to the following Job.

<b>Job Reference #</b> (Office Use)	1-3-2010-1
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Applicant Requirements	
<b>Gender</b>	<input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
<b>Age</b>	
<b>Standing</b>	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Fresh Graduate <input type="checkbox"/> Undergraduate
<b>Degree</b>	<input checked="" type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral Degree
<b>Major / Emphasis</b>	Accounting or finance
<b>Years of Experience</b>	
<b>Skills</b>	<b>Language Skills</b> <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Arabic <input type="checkbox"/> Other
	<b>Computer Skills</b> A necessity
	<b>Other Skills</b>

Job Vacancy Details	
<b>Application Deadline</b>	
<b>Job Type</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Job
<b>Job Description</b>	<b>Position / Title</b> Assistant to the chief accountant
	<b>Salary</b> (Optional)
	<b>Responsibilities</b> Perform daily transactions
	Daily journal-Clients accounts-bank accounts-bank reconciliations.. Might shift to a financial position

<b>Job Location</b>	<b>City</b>	ZOUK MIKAEL
	<b>Country</b>	LEBANON
<b>Working Days</b>	5	
<b>Working Hours</b>	LEGAL WORKING HOURS	

<b>Additional Comments / Information</b>	A SERIOUS CANDIDATE IS NEEDED	

### **Contact Us**

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