

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 and to mention the Job Reference Number.

Only NDU students can apply to the following Job.

Job Reference # (Office Use)	24-01-2012-2	
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Applicant Requirements		
Gender	• Female <input type="checkbox"/> Male	
Age		
Standing	• Graduate • Fresh Graduate <input type="checkbox"/> Undergraduate	
Degree	• Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral Degree	
Major / Emphasis	Administrative Assistant	
Years of Experience		
Skills	Language Skills	• English • French • Arabic <input type="checkbox"/> Other
	Computer Skills	Proficiency with Microsoft Word, Excel, Outlook, PowerPoint.
	Other Skills	

Job Vacancy Details		
Application Deadline		
Job Type	• Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Job	
Job Description	Position / Title	Administrative Assistant
	Salary (Optional)	
	Responsibilities	<ul style="list-style-type: none"> • Maintain calendar(s) and contact database(s); • Produce and distribute office correspondence and communications; • Create and assemble advanced presentation and reports; • Ensure consistency and standards are met on all work product; • Format and produce production-ready marketing and pitching materials for client and prospect presentations,

		and assist with presentations as required to maintain overall prospect quality , accuracy and integrity; <ul style="list-style-type: none"> • Responsible for maintaining and organizing filing system.
	An Administrative Assistant provides back office administrative support for the sales team. She communicates regularly with all team members.	
Job Location	City	Beirut
	Country	Lebanon
Working Days	From Monday Till Friday	
Working Hours	From 9.00 am Till 5.00 pm	

Additional Comments / Information	<p>The Candidate should be:</p> <ul style="list-style-type: none"> • Highly motivated & strong work ethic; • Excellent written and verbal communication skills; • Ability to follow direction regarding priorities; • Interacting with clients via phone and in person.
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Contact Us

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