

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-765-2022
Company Name	CrossTalk NGO
Industry	Ecumenical Christian Education NGO
Vacancy	Administrative Assistant
Number of vacancies for that position	2
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Business, Management
Degree	BS, BA
Years of Experience	0 +
Location	Rabweh
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	LBP and Dollar
Tasks & Responsibilities	<p>CrossTalk, an NGO in Rabweh, Maten, is hiring an Administrative Assistant</p> <p>Employee type: Full Time (from Monday to Friday) Part Time(Saturday) Working Hours: 8 am to 4 pm</p> <p>Qualification:</p> <ul style="list-style-type: none"> • University Degree as a minimum • Fresh Graduate or Prior experience is a plus • Excellent written and verbal communication skills. • Competency in Microsoft Applications including Word, Excel, PowerPoint and outlook. • Good time management skills • Experience with administrative and clerical procedures. <p>Overtime work: maybe required and is compensated in Fresh US\$ + LL based on Salary</p> <p>Monthly salary: Fresh US\$ + LL + Transportation Allowance + Social Security</p>