

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-164-2021
Company Name	Promark
Industry	-
Vacancy	Secretary
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Contractual
Major(s)	Business
Degree	Bachelor
Years of Experience	Min. 3 years
Location	Zgharta, North Lebanon
Remuneration & Benefits	-
Tasks & Responsibilities	<ul style="list-style-type: none"> • Maintaining diaries and arranging appointments • Typing, preparing and collating reports • Managing databases