

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-18-2022
Company Name	Furn Beaino
Industry	Food and Beverage
Vacancy	Admin Assistant
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	PT
Major(s)	Any Business Major
Degree	BA
Years of Experience	0-2
Location	Zouk Mikael
Remuneration & Benefits	TBD
Currency (LBP, Dollar, Lollar)	TBD
Tasks & Responsibilities	<p>The Admin Assistant will be supporting in the following tasks</p> <ul style="list-style-type: none"> <li>• Accounting data entries and invoicing</li> <li>• Following up with suppliers</li> <li>• Filing and documenting</li> <li>• HR related tasks (NSSF, etc.)</li> <li>• Supporting with other tasks as required</li> </ul>