

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-332-2022
Company Name	Algorithm
Industry	Pharmaceutical
Vacancy	Receptionist
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	PT for the period of 3 months covering a maternity leave of an employee
Major(s)	Business, accountant etc
Degree	BS
Years of Experience	0
Location	Zouk Mosbeh near Holiday Beach
Remuneration & Benefits	Paid
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Attendance system • Receives and directs phone calls and visitors • Assists in Personnel and Campus Administration assignments • Logs the daily cafeteria consumption of the employees (meals/drinks); collects meal payments from the employees & housekeeping (where relevant) needed for payroll processing • Responsible for conference rooms' administration