

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-413-2022
Company Name	NDU Alumni Association
Industry	Non-profit organisation
Vacancy	Main Alumni office assistant
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full Time
Major(s)	Business Mktg or Mgt, communication
Degree	BS
Years of Experience	0 (fresh graduate is acceptable)
Location	Ndu old Campus Zouk Mosbeh
Remuneration & Benefits	Salary + transportation
Currency (LBP, Dollar, Lollar)	\$200 cash + 3,000,000 LBP + Transport
Tasks & Responsibilities	<ul style="list-style-type: none"> • Manage Alumni office including administrative tasks. • Admin on Administrative part of the NDU Alumni association platform & mobile application. • Communication with members & graduates and yearly membership follow up. • Help in all Alumni activities & events.