

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-549-2022
Company Name	Keyrouz Kare Kosmetics
Industry	Cosmetics
Vacancy	Accounting – Administrative tasks
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Part time
Major(s)	Accounting - Administrative tasks
Degree	Accounting - Administrative tasks
Years of Experience	Preferably experienced
Location	Kaslik, Jounieh
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	LBP
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Handle invoices</li> <li>• Handle bookings</li> <li>• Management tasks</li> <li>• Administrative tasks</li> <li>• Correspondences (emails)</li> </ul>