

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-653-2022
Company Name	Medical Equipment Supplies & Services - MESS
Industry	Bio-Medical – Health – Laboratory - Diagnostic
Vacancy	Administrative Assistant
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Business- Public Administration or related fields
Degree	Bachelor
Years of Experience	1-10 years
Location	Jdeideh - Meten
Remuneration & Benefits	Salary – Transport - NCSS
Currency (LBP, Dollar, Lollar)	LBP
Tasks & Responsibilities	<ul style="list-style-type: none"> • Provide direct front-desk customer assistance in the reception area and friendly welcome callers and visitors to ensure client satisfaction and awareness of services and programs that they can benefit from. • Perform administrative duties including filing, typing, copying, binding, scanning, etc. • Follow up on various matters to customers' accounts • Order office supplies • Schedule meetings and answer telephone calls.