

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-84-2022
Company Name	Jewelrivery
Industry	Jewelry
Vacancy	Administrative Assistant
Job Type( <i>FT, PT, Contractual, Seasonal</i> )	Full time
Major(s)	Business Administration
Degree	Bachelor
Years of Experience	1-2 years
Location	Antelias
Remuneration & Benefits	Fixed Salary + Transportation
Currency (LBP, Dollar, Lollar)	LBP
Tasks& Responsibilities	<ul style="list-style-type: none"> <li>• Handling Administrative requests and queries</li> <li>• Answer and direct phone calls</li> <li>• Organize and schedule appointment</li> <li>• Order office supplies</li> <li>• Scheduling the driver route</li> <li>• Support the manufactory department in preparing the materials for the orders</li> </ul>