

CIS Group – ICT Company located in Jal El Dib, is looking for an ambitious and motivated Administrative Assistant to join our dynamic team.

Duties:

- Maintain office filing systems, data entry, and records
- Assist in the coordination of administrative functions, including budget, and clerical duties
- Handle incoming calls, emails, and correspondence professionally
- Monitor office supplies and coordinate maintenance services

Requirements and skills:

- Proven experience of 3 years as an Administrative Assistant
- Bachelor degree or LT in Business Management or any related field is preferred.
- Proficiency in MS Office
- Strong organizational skills with the ability to multi-task
- Trilingual Arabic, English & French