



WTG Consulting is a business and educational consulting and service company, which is registered in Lebanon since 2014 under the name WTG Company S.A.R.L and in Russelsheim- Germany as WTG Consulting. The main pillars of our services are training and business consulting between Germany and the Arab world.

Our vision is: " Support our customers in every step of the way to Germany. "

## **We are looking for:**

An **Office Assistant** for our office in Choueifat, Lebanon

### **Tasks:**

- Supporting with project tasks.
- Performing administrative tasks.
- Completion of office management tasks.
- Writing offers, invoices and reminders.
- Dealing with documentation and filing, managing
- Tracking task lists and schedules.
- Scheduling of Meeting and appointments
- Fulfilling of application
- Market research
- Support in Marketing activities
- Sending and answering Emails
- Scanning and Printing of documents

### **Requirements:**

- Desirable to have a bachelor's degree.
- Several years of professional experience in the aforementioned or a comparable activity.
- Very good MS Office skills.
- High organizational skills with independent, structured + solution-oriented work.
- Discretion, loyalty and trustworthiness.
- You are flexible and reliable and enjoy working in a team.
- Very good knowledge of English and Arabic in writing and speaking
- High motivation, willingness to perform and work.

### **Conditions:**

- Beginning: Starting Now
- Duration: at least 12 months
- Working hours: full-time (9:00 a.m. -5:30 pm)

For consideration, send your application under the following link <https://wtg-consulting.com/home/career/job's-online-application> or contact us on 009613085710!

Initially we will contact you over the phone if you are selected for a meeting with our Managers. Please check your inbox, spam, voicemail and messages as if we're not able to reach you, we might need to move on with another applicant.

- Contact: B. Abou Zaky