

AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs

<http://www.aub.edu.lb/sao/cps/Pages/index.aspx>

JOB VACANCY FORM

Full-time Part-time Summer-Job Internship

Job Title: Performance Improvement Staff Consultant

Application Deadline:

Reference Number: OSED - 5

Company Description

NAME OF FIRM/INSTITUTION: Earnst & Young

TYPE: Local Regional Multinational

INDUSTRIAL SECTOR: Consulting and Accounting

BRIEF FIRM PROFILE/ DESCRIPTION: www.ey.com/me/careers

Job Description

BRIEF JOB DESCRIPTION:

Client Responsibilities:

- Participate in Finance engagements
- Work effectively as a team member, sharing responsibility, providing support, maintaining communication, and updating senior team members on progress
- Participate and assist in preparing for meetings with target management teams
- Help prepare reports and schedules that will be delivered to clients and other parties
- Develop and maintain productive working relationships with client personnel
- Build strong internal relationships within Ernst and Young Advisory Services and with other services across the organization

People Responsibilities:

- Contribute to people related initiatives including recruiting and retaining Finance professionals
- Maintain an educational program to continually develop personal skills of staff
- Understand and follow workplace policies and procedures

Additional Requirements:

- Strong academic record
- Proficiency in Arabic language skills are highly desirable

JOB LOCATION(S):

City: Doha Country: Qatar

DEGREE:

Bachelor Master Doctoral Degree
 Undergraduate Student/ Degree not Necessary Teaching Diploma

MAJOR/ EMPHASIS: Business finance & accounting

WORK EXPERIENCE: Any

SKILLS:

Languages Skills: English Arabic French Other:
 Computer Skills
 Other Skills:

SALARY

Basic Salary Range:

Other benefits include:

Accommodation Health Insurance Return Ticket Bonus
 Laptop Mobile Phone Children's Education Transportation
 Lebanese NSSF
 Life Insurance

WORKING DAYS: SUNDAY TO THURSDAY

WORKING HOURS: 8:00 AM – 5:30 PM WITH HOUR LUNCH BREAK

How to Apply

Interested candidates may send their resume by email to: Dr. Maryam Ghandour
 (mg03@aub.edu.lb) specifying the job vacancy reference number: **OSD - 5**

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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The job vacancies are for AUB students and alumni ONLY.