



Special Employment Days 2011

From Monday, October 3 to Friday, November 4, 2011

Excluding Saturdays and Sundays

AUB Campus

JOB VACANCY FORM

Full-time Internship Part-time Summer-Job

Job Title: Junior Accountant

Application Deadline: Nov 2011

Reference Number: OSED-9

Company Description

NAME OF FIRM/INSTITUTION: The Lebanese Credit Insurer SAL

TYPE: Local Regional Multinational

INDUSTRIAL SECTOR: Credit Insurance

BRIEF FIRM PROFILE/ DESCRIPTION:

The Lebanese Credit Insurer s.a.l. (LCI) is the first independent specialized Credit Insurance Company in Lebanon and the Middle East. It was established in 2001 as a joint venture between [ATRADIUS](#) (the second largest credit insurer in the world), a group of local and regional insurance companies and private holding companies.

With ambitious expansion plans, LCI has forged partnerships with leading regional insurance companies, in Bahrain, Saudi Arabia, Syria, Jordan, Cyprus, Egypt, Oman, Kuwait, Qatar, and the UAE.

We focus on domestic and export trade credit insurance (trade receivables insurance). Our policies cover manufacturers, trading companies and providers of services, against the risk of non-payment of their local and foreign customers. We also offer other trade receivables management tools such as Credit Information, Debt Collection services and Factoring.

Today we are recognized as a driving force in the regional markets by supporting corporations in their local trade and export activities. We bring to the market innovative credit management

solutions and efficient credit protection means that have certain effects on the financial health of companies.

FIRM WEBSITE: WWW.LCI.COM.LB

Job Description

BRIEF JOB DESCRIPTION:

Daily Journal vouchers.

Banks , Suppliers and Clients reconciliation .

Filling and Organizing the daily work.

Preparing payments to suppliers, brokers and others.

Job Profile Requirements

Female aged 22- 30

Bachelor degree in Accounting.

Fluent in Arabic, English and French is a plus.

Strong interpersonal oral and written communication skills.

Dynamic presence, Innovative, Presentable and Responsible.

Hard worker, Reliable and Motivated.

JOB LOCATION(S):

City: Beirut Country: Lebanon

DEGREE:

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

MAJOR/ EMPHASIS: Business / Accounting

WORK EXPERIENCE: Accounting

SKILLS:

Languages Skills: X English X Arabic X French Other:

Computer Skills:

Other Skills:

SALARY

Basic Salary Range: 1000 - 1200

Other benefits include:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Accommodation | <input checked="" type="checkbox"/> Health Insurance | <input checked="" type="checkbox"/> Return Ticket | <input checked="" type="checkbox"/> Bonus |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Mobile Phone | <input type="checkbox"/> Children's Education | <input checked="" type="checkbox"/> Transportation |
| <input checked="" type="checkbox"/> Lebanese NSSF | <input type="checkbox"/> None | | |

WORKING DAYS: MONDAY TO FRIDAY

WORKING HOURS: 8:30 – 5 :30

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: OSED-9

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME 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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Tel: +961 1 350000/374444 Ext: 3172
E-mail: mg03@aub.edu.lb
Website: <http://www.aub.edu.lb/sao/cps/Pages/index.aspx>*

The job vacancies are for AUB students and alumni ONLY.