CAREER AND PLACEMENT SERVICES  
Student Affairs  
Fall Special Employment Days  
Monday, September 7 - Friday, October 9, 2015  

JOB VACANCY FORM  

X Full-time  □ Part-time  □ Summer-Job  □ Internship  

Job Title: Junior Accountant  

Application Deadline: December 31, 2016  

Reference Number: FSED16-11  

Company Description  

NAME OF FIRM/INSTITUTION: IFP GROUP  

TYPE: □ Local  X Regional  □ Multinational  

INDUSTRIAL SECTOR: Events Industry.  

BRIEF FIRM PROFILE/DESCRIPTION:  
We are looking for a Junior Accountant to record and provide accurate financial information by consolidating and processing relevant financial data, maintaining and reconciling accounts, and preparing reports in line with IFP accounting procedures and local financial and legal requirements.  

Firm Website: www.ifpexpo.com  

Job Description  

JOB LOCATION(S):  
City: Hazmieh  Country: Lebanon  

DEGREE:  
X Bachelor  □ Master  □ Doctoral Degree  
□ Undergraduate Student/Degree not Necessary  □ Teaching Diploma
MAJOR/ EMPHASIS: Business / Accounting / Finance

WORK EXPERIENCE: 0-1 Years of Experience

SKILLS:
Languages Skills: X English    X Arabic      □ French      Other:
Computer Skills:
Other Skills:
- Excellent interpersonal, coordination, and organization skills
- Integrity and Dependability in fulfilling obligations on time
- Strong follow up skills
- Strong attention to details
- Analytical Thinking

SALARY
Basic Salary Range:
Other benefits include:
□ Accommodation    □ Health Insurance    □ Return Ticket    □ Bonus
□ Laptop    □ Mobile Phone    □ Children’s Education    □ Transportation
□ Lebanese NSSF    □ None

WORKING DAYS: FROM MONDAY TILL FRIDAY

WORKING HOURS: FROM 8:30 TILL 5:30

How to Apply

Interested candidates may send their resumes to mg03@aub.edu.lb specifying the reference number: FSED16-11
If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPS unsubscribe and fill the necessary information.

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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Student Affairs  
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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.