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: Senior Accountant

Application Deadline: December 31, 2016

Reference Number: FSED16-12

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 Senior Accountant to analyze financial information and prepare monthly financial reports to maintain various financial activities within the company, and resolve any accounting discrepancies, 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 is a plus. □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma X CMA
MAJOR/ EMPHASIS:  Business / Accounting / Finance

WORK EXPERIENCE:  3 - 4 years of experience

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

SALARY:  1500$ - 1800$
Basic Salary Range:
Other benefits include:
□ Accommodation  X Health Insurance  X Return Ticket  X Bonus
□ Laptop  □ Mobile Phone  X Children’s Education  X Transportation
X 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:  FSED16-12
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:

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The job vacancies are for AUB students and alumni ONLY.