American University of Beirut
Job Fair 2016
April 14 and April 15, 2016
AUB Campus

JOB VACANCY FORM

Job Type: Full-time

Job Title: Cooperate Performance Officer

Application Deadline: 3/17

Reference Number: JF16-58

Company Description

NAME OF FIRM/INSTITUTION: Talabat General Trading and Contracting Company

TYPE: REGIONAL

INDUSTRIAL SECTOR: Food

BRIEF FIRM PROFILE/DESCRIPTION:

Talabat.com makes it easier for restaurants and customers to conduct business smoothly with each other. The benefits of our online restaurant delivery network include:

- Variety in cuisine options
- User friendly and very easy to use
- Efficient, intuitive and simple online ordering
- Elimination of phone order misunderstandings arising from communication barriers
- Saving of time for customers, restaurants and merchants
- A complete and accurate history of all your past order for easy reordering in as little as three clicks
- Increase access to special discounts and promotions for the online customers
- Increased exposure for restaurants and merchants to the marketplace
- Pay by Cash, ATM Cards or by Credit Cards
- Distinguished online customer service

**FIRM WEBSITE:** [HTTP://WWW.TALABAT.COM/KW/EN/FOOD-DELIVERY](HTTP://WWW.TALABAT.COM/KW/EN/FOOD-DELIVERY)

**STAND LOCATION**
Stand Number: A58
Stand Location: West Hall
Job Description

BRIEF JOB DESCRIPTION: Will be supporting and coordination the Cooperate performance department, in data collection, preparing reports, bring in day to day market value, Business Analysis. E-commerce, Online Marketing, Business Planning, Google Analytic, Financial Analysis, New Business Development.

JOB LOCATION(S): Kuwait, Dubai

DEGREE: Bachelor, Master is a plus

MAJOR/EMPHASIS: Business Administration or IT

WORK EXPERIENCE: 2 – 4 E-commerce Field

SKILLS:

Language Skills: Arabic Language, English Language
Computer Skills: MS office, Internet, web & online design
Other Skills: Excellent communication (spoken and written)

SALARY
Basic Salary Range: US Dollar 5000/- to 6000/-
Other benefits include: As per company policy

WORKING DAYS: 5

WORKING HOURS: 8
How to Apply

Interested candidates may visit our stand or may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: JF16-58

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.