JOB VACANCY FORM

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

Job Title: Administration & HR Officer

Application Deadline:

Reference Number: 250309-5

Company Description

TYPE:  x Local  □ Regional  □ Multinational

INDUSTRIAL SECTOR: Financial

BRIEF FIRM PROFILE/DESCRIPTION:
Incorporated in 2007 in Lebanon, the company is chartered by the Central Council of the Banque Du Liban (BDL) on the BDL’s list of financial institutions. The company was established to meet the banking and financial management needs of a selected group of clients within Lebanon and the Arab world.
A broad range of products and services - ranging from personalized banking to investment advice, wealth management, corporate finance, estate planning and other financial services - is offered to the firm’s clients through a dedicated Director of the company. The firm works to provide clients with appropriate and highly personalized financial solutions with a focus on managing and enhancing wealth.

Job Description

BRIEF JOB DESCRIPTION:

Major Responsibilities

▪ Develop a filing system for maintenance for the records for all aspects of the Finance and Administration Department;
▪ Ensure that all files are maintained with up to date information;
▪ Arrange for interviews, devise interview checklists and filter applicants from their submitted CVs so that only the best are forwarded for interview with senior management;
- Provide new recruits with the formats needed for employment and ensure that HR files are up to date;
- Advise on improvements that should be made in the administrative systems;
- Any other required task

**Knowledge, Skills, Behaviour, Qualifications**
- Computer literate and numerate
- Able to use spread sheets as well as Word documents.
- Organizational skills

**JOB LOCATION(S):**
City: Beirut Country: Lebanon

**DEGREE:**
- Bachelor
- Master
- Doctoral Degree
- Undergraduate Student/ Degree not Necessary
- Teaching Diploma

**MAJOR/EMPHASIS:** Bachelor’s degree in Public Administration, Human resources or any related subject

**WORK EXPERIENCE** 1 or more years of experience in all HR related issues from payroll to being able to deal correctly with disgruntled employees.

**SKILLS:**
- Languages Skills: X English X Arabic 
  - French
  - Other:
- Computer Skills: Strong working knowledge of Microsoft Office
  - Other Skills:

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

**WORKING DAYS:** Monday through Friday

**WORKING HOURS:** 8:30 a.m. till 4:30 p.m.

**How to Apply**

Resumes will be sent by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) and refer to the following job vacancy number: **250309-5**
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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Career and Placement Services
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The job vacancies are for AUB students and alumni ONLY.