AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
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JOB AD SHOULD NOT CONTAIN ANY DISCRIMINATORY LANGUAGE
RELEVANT TO GENDER (MALE/FEMALE), SOCIAL STATUS
(MARRIED, SINGLE) AND/OR RELIGION

JOB VACANCY FORM

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

Job Title: Senior Account Executive

Application Deadline: Monday May 9, 2016

Reference Number: 120416-24

Company Description

TYPE: □ Local □ Regional x Multinational

INDUSTRIAL SECTOR: Advertising

BRIEF FIRM PROFILE/DESCRIPTION: With over 120 offices in 94
countries, we are a full-service network with a total offering that delivers
Famously Effective brand communication solutions across every channel
since 1987 in the Middle East & North Africa and since 1917 around the
world. Our strength and success lies in the imagination, passion and
creativity of our people across countries and cultures.

Job Description

BRIEF JOB DESCRIPTION:
Objectives of the Role
The role of a Senior Account Executive is to take responsibility for supporting the team
in their work by controlling and updating campaign information (such as timing
schedules, status reports, contact reports, brand reviews, etc.) for their team and
Clients. As he/she becomes more familiar with the brand, he/she will start to take
ownership of small projects with support from his/her line manager.

Tasks and Responsibilities:
- Accurate and timely issuing of contact reports (24 hours maximum after the
discussions) and timing plans, maintaining up to date brand library and files,
etc.
- Ensure all documents produced are accurate, estimates are issued and signed with purchase orders raised prior to the start of a job.
- Have a broad understanding of how the Client’s business operates such that they are able to gather information effectively and quickly in support of the factual detail of each brief.
- Conduct and keep up to date competitive reviews - executional and strategic - working with the line manager where necessary.
- Day to day contact with the junior Client team, taking instructions and adding value where relevant.
- Prepare for meetings to ensure everything is in order before Clients arrive.
- Follow the agreed process to ensure jobs are successfully managed through the Agency.
- Internally, work closely with Creative Services to ensure timescales/budgets are met on all jobs. Externally, coordinate with suppliers to secure timely delivery of requirements.
- Share and exchange of information between team member in the office as well as the network as appropriate.

Skills and Behaviors:
- Excellent organization skills and attention to details.
- A good communicator with strong interpersonal skills ... a team player.
- Inquisitive, adding value by finding innovative, yet relevant solutions to issues/projects.

JOB LOCATION(S): Beirut
City: Sin el Fil  Country: Lebanon

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

MAJOR/ EMPHASIS:  Marketing/Business/Communication

WORK EXPERIENCE: 1-3 years

SKILLS:
Languages Skills: X English  X Arabic  X French  Other:
Computer Skills: Power point and Excel are the minimum requirements
Other Skills:

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

WORKING DAYS: MONDAY TO FRIDAY

WORKING HOURS: 9 AM TO 6 PM
How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 120416-24

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/CPSunsubscribe and fill the necessary information.

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
American University of Beirut
Career and Placement Services
West Hall, Room 112 E
P.O. Box 11-0236 Riad El Solh
Beirut 1107 2020, Lebanon
Tel: +961 1 350000 Ext: 3172
Tel/Fax: +961 1 744 488
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. For part-time job opportunities, visit:
http://aub.edu.lb/sao/cps/vacancies/Pages/Part-timeJobs.aspx
For full-time job opportunities, visit:
http://aub.edu.lb/sao/cps/vacancies/Pages/divisions.aspx