JOB VACANCY FORM

Job Title: Office Manager

Application Deadline: August 15, 2016

Reference Number: 090816-4

Company Description

TYPE: X Local  □ Regional  □ Multinational

INDUSTRIAL SECTOR: Automotive

Job Description

JOB LOCATION(S):
City: Beirut, Sin El Fil, facing Freeway Center  Country: Lebanon

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

MAJOR/ EMPHASIS: Graphic Design/Marketing

WORK EXPERIENCE: 2 years of experience in Graphic Design activities (illustrator, photoshop ….) and experience in managing corporate social media platforms (corporate accounts on twitter, facebook, instagram, linkedin ….)

SKILLS:
Languages Skills: X English  X Arabic  □ French  Other:
Computer Skills: MS Office
Other Skills: Photoshop, Illustrator, social media platform (corporate activities)

SALARY
Basic Salary Range: $800 - $1,000
Other benefits include:
WORKING DAYS: MONDAY TILL FRIDAY

WORKING HOURS: FROM 8:30 TILL 18:00

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: 090816-4

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.