AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
http://www.aub.edu.lb/sao/cps/Pages/index.aspx

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.

JOB VACANCY FORM

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

Job Title: Communication and Events Manager

Reference Number: 061213-15

Company Description

TYPE: □ Local □ Regional □ Multinational

INDUSTRIAL SECTOR: Private Jet Charter

BRIEF FIRM PROFILE/DESCRIPTION:

Our company are a long-established provider of tailored private jet charter, leasing, management and ownership solutions, with considerable proven experience operating boeing, bombardier and gulfstream aircraft for over two decades, our team are well-placed to ensure the highest level of service to our international client base.

Our company holds a german air operators certificate (aoc) and is one of very few european carriers to hold the international standard for business aircraft operations (is-bao) accreditation.

Safety, quality and integrity are at the forefront of our company’s approach to aircraft operations and our industry-leading expertise ensures that you are in safe hands whenever and wherever you fly with us.

FIRM WEBSITE:

Job Description

BRIEF JOB DESCRIPTION:

JOB LOCATION(S):
City: Beirut Central District, Markaziah bldg, 7th floor  Country:

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

MAJOR/ EMPHASIS: MBA or any related discipline
WORK EXPERIENCE: 2 years event management & coordinating experience - high-end service background

SKILLS:
Languages Skills: X English  X Arabic  X French  Other:

Computer Skills: MS Office

Other Skills:

SALARY
Basic Salary Range: negotiable
Other benefits include:

☐ Accommodation  ☐ Health Insurance  ☐ Return Ticket  ☐ Bonus
☐ Laptop        X  Mobile Phone  ☐ Children’s Education  X Transportation
X Lebanese NSSF  ☐ None

WORKING DAYS/HOURS: 24/7 (9 HOURS PER DAY) 5 DAYS A WEEK ON A ROTATION-BASIS AND SHIFTS BASIS

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: 061213-15

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.