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](http://tinyurl.com/CPSunsubscribe) and fill the necessary information.

**JOB VACANCY FORM**

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

**Job Title:** ADMINISTRATIVE ASSISTANT

**Application Deadline:** 15 July, 2013

**Reference Number:** 050213-6

**Company Description**

**TYPE:**  □ Local  X Regional  □ Multinational

**INDUSTRIAL SECTOR:** Trade

**BRIEF FIRM PROFILE/DESCRIPTION:** Import & Export of Raw materials to Levant countries outside Lebanon

**Job Description**

**BRIEF JOB DESCRIPTION:**

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

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

**MAJOR/ EMPHASIS:** Any

**WORK EXPERIENCE:** PREFERABLE

**SKILLS:**
Languages Skills: X English  X Arabic   □ French   Other:
Computer Skills: Excel, Word, and INTERNET
Other Skills:

SALARY
Basic Salary Range: $600/month
Other benefits include:
□ Accommodation   □ Health Insurance  □ Return Ticket   □ Bonus
□ Laptop          □ Mobile Phone      □ Children’s Education   □ Transportation
□ Lebanese NSSF    X None

WORKING DAYS: MON - FRI

WORKING HOURS: 9.00AM TO 4PM

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: 050213-6

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.