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**JOB VACANCY FORM**

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

**Job Title:** Financial Analyst

**Application Deadline:** March 12, 2013

**Reference Number:** 130213-1

**Company Description**

**TYPE:** □ Local       × Regional       □ Multinational

**INDUSTRIAL SECTOR:** Financial Services

**BRIEF FIRM PROFILE/DESCRIPTION:**

A credit rating agency based in Lebanon with headquarters in Dubai. Specialized in the rating of corporations using Basel standards, the company is involved in the following activities, to name a few:
- Risk rating of companies interested in measuring the overall riskiness of their business and re-pricing their facilities with banks;
- Risk rating of existing and potential borrowers on behalf of lending institutions; and
- Debt/Equity structuring on behalf of companies to improve their access to capital markets

**Job Description**

**BRIEF JOB DESCRIPTION:**

- Responsible for developing new business strategies and conducting market analysis
- Providing analysis on companies, industries, economies...
- Managing the Risk and Credit Management System (RCMS) to include: entering and extracting data into and from it; analysing reports and data; managing issues and problem-handling; providing suggestions for improvements
- Managing Company’s client expectations by: handling queries, ensuring timely follow ups and delivery of services, providing advisory services to clients as contracted between the Client and the Company, managing issues and problems raised by clients on any aspect of Company business.
- Provide all the necessary support for training and other programs performed by the Company.
Meeting with research bodies, questioning, interviewing and acquiring data; and representing the Company in regulatory and other governmental and non-governmental bodies and associations.

JOB LOCATION(S):
City: Sin El Fil       Country: Lebanon

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

MAJOR/ EMPHASIS: Accounting, Finance, Economics or Business

WORK EXPERIENCE:

SKILLS:
Languages Skills: × English  × Arabic  × French
Other:
Computer Skills: MS Office
Other Skills:

Solid background in financial analysis and accounting
Strong Sales skills and techniques
Networking Skills
Negotiation Skills
Strong analytical skills
Excellent time management skills and ability to prioritize responsibilities.
Strong problem-solving and decision-making skills
Strong communications skills (verbal and written)
Ability to deliver in a stressful and fast paced environment

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

WORKING DAYS: MONDAY TO FRIDAY

WORKING HOURS: 9 AM TO 5 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: 130213-1

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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

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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.