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

Job Title: Account Executive

Application Deadline: Friday February 7, 2014

Reference Number: 070214-1

Company Description

TYPE: □ Local    □ Regional    x Multinational

INDUSTRIAL SECTOR: Advertising

BRIEF FIRM PROFILE/DESCRIPTION: we are a full service, and total communications group providing innovative and creative solutions in many disciplines. We are part of the #1 communication group in Europe, the #2 media counsel and buying group in the world, and the 4th largest communication group in the world. We are present in 109 countries over 5 continents. In the Middle East we represent 22 operations in 11 cities, employing over 450 specialists.

Job Description

BRIEF JOB DESCRIPTION:
Tasks typically involve:

- liaising on a daily basis with clients and the media, often via telephone and email;
- relationship building and networking with colleagues, clients and the media;
- monitoring the media, including newspapers, magazines, journals, broadcasts, newswires and blogs, for opportunities for clients;
- working as part of an account team to develop client proposals and implement the PR activity;
- preparing regular client reports and attending client meetings;
- Assist the Account Supervisor in the daily tasks
- Work on competitive reviews

The account executive should be able to handle multiple national and local accounts.
Our new team member has a positive attitude and welcomes new challenges. A creative thinker, the candidate is a media junkie (social and traditional) who loves pitching and has impeccable writing skills. The candidate can handle a fast-paced work environment, is highly organized, can manage deadlines, multiple projects and demonstrates strong leadership skills.

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

**DEGREE:**
- ☒ Bachelor
- ☐ Master
- ☐ Doctoral Degree
- ☐ Undergraduate Student/ Degree not Necessary
- ☐ Teaching Diploma

**MAJOR/ EMPHASIS:** Marketing/Business/English Literature/Journalism/PR

**WORK EXPERIENCE:** 0-2 years

**SKILLS:**
- Languages Skills: ☒ English ☒ Arabic ☒ French ☐ Other:
- Computer Skills:
- Other Skills:

**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:** 5 DAYS

**WORKING HOURS:** 9 TO 5.30 HOURS

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**How to Apply**

Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: **070214-1**

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.

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
The job vacancies are for AUB students and alumni ONLY.