AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
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JOB VACANCY FORM

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

Job Title: Social Media Executive

Application Deadline: 11/03/13

Reference Number: 110214-8

Company Description

TYPE: □ Local x Regional □ Multinational

INDUSTRIAL SECTOR: Online Agency

BRIEF FIRM PROFILE/DESCRIPTION: We are an Online Agency. We offer Social Media Management, Branding and Development as well as Web Design and Development. We also develop Online portals and Mobile Apps

Job Description

BRIEF JOB DESCRIPTION: The Social Media Executive will be in charge of the SM presence of our clients and will have to prepare the SM plans for multiple platforms.

JOB LOCATION(S):
City: Elissar , Metn Country: Lebanon

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

MAJOR/ EMPHASIS: Advertising and Marketing

WORK EXPERIENCE: 0-3 years

SKILLS:
Languages Skills: X English □ Arabic □ French Other:
Computer Skills: PowerPoint, Excel
Other Skills:

**SALARY**
Basic Salary Range: $900- $1100

Other benefits include:
- □ Accommodation
- □ Health Insurance
- □ Return Ticket
- X Bonus
- X Laptop
- □ Mobile Phone
- □ Children’s Education
- X Transportation
- X Lebanese NSSF
- □ None

**WORKING DAYS: MONDAY TO FRIDAYS**

**WORKING HOURS: 8:00 AM – 17:00 PM**

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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: 110214-8

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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**

**American University of Beirut**
**Career and Placement Services**
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The job vacancies are for AUB students and alumni ONLY.