JOB VACANCY FORM

☐ Full-time  ☐ Part-time  ☐ Summer-Job  XInternship

Job Title: Marketing & Sales Intern

Application Deadline: March 1, 2014

Reference Number: 200214-6

Company Description

NAME OF FIRM/INSTITUTION:

TYPE:  ☐ Local  ☐ Regional  X Multinational

INDUSTRIAL SECTOR: Management Consulting

BRIEF FIRM PROFILE/DESCRIPTION:

OUR COMPANY IS A US BASED MANAGEMENT CONSULTING COMPANY SPECIALIZED IN PROCESS IMPROVEMENT & PROCESS REENGINEERING. WE PROVIDE TRAINING, CONSULTANCY AND SOFTWARE SOLUTIONS TO ALL INDUSTRIES.

FIRM WEBSITE:

Job Description

BRIEF JOB DESCRIPTION:

JOB LOCATION(S):
City: Awkar- Beirut  Country: Lebanon

DEGREE: A DEGREE IS PREFERRED HOWEVER; IF AN UNDERGRAD STUDENT IS HIGHLY RECOMMENDED BY HIS/HER PROFESSOR THEN THEY MAY BE TAKEN INTO CONSIDERATION.

Bachelor  ☐ Master is a plus  ☐ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: Business Administration, Marketing, Media/Communications.

WORK EXPERIENCE
Applicant should have at least 1 or 2 years admin/sales work experience or should be highly recommended by a business professional / professor at the University

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

   Computer Skills:
Microsoft Office- Excel, Powerpoint, Publisher, Outlook & Word. Other software knowledge is a plus!

Other Skills: Excellent communication skills, highly organized & business savvy

SALARY
MINIMUM COMPENSATION WILL BE PROVIDED + TRANSPORTATION.
Basic Salary Range:
Other benefits include:
□ Accommodation    □ Health Insurance    □ Return Ticket    □ Bonus
□ Laptop           □ Mobile Phone         □ Children’s Education  X Transportation
□ Lebanese NSSF    □ None

WORKING DAYS: MON-FRI (SCHEDULE MAY ALTER DEPENDING ON STUDENTS AVAILABILITY)

WORKING HOURS:  9:30-17:00

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: 200214-6

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
The job vacancies are for AUB students and alumni ONLY.