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**JOB VACANCY FORM**

**Job Title:** Account Manager

**Application Deadline:**

**Reference Number:** 070114-6

### Company Description

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

**INDUSTRIAL SECTOR:** Advertising

**BRIEF FIRM PROFILE/DESCRIPTION**

### Job Description

**BRIEF JOB DESCRIPTION:**

**JOB PURPOSE:**

- Manage a portfolio of the company’s largest accounts for high-profile clients and top business leaders, and ensure the company sales objectives are delivered.
- Apply various strategies to meet expected growth targets set by the company, and ensure high customer satisfaction.

**MAIN TASKS**

- Ensure high customer service and build strong relationships with existing clients to maximize revenue potentials.
- Maintain current clients, identify and approach new potential clients.
- Present and sell company products to current and potential clients.
- Ensure regular visits to agencies and clients.
- Follow up the sales activities with clients and agencies.
- Prepare media plans based on client needs through planning coordinating, and directing the advertising campaigns.
- Accompany clients to visit panels on site when needed.
- Prepare presentations, proposals and sales contracts in coordination with the Commercial Director.
- Ensure monthly sales targets are reached.
• Follow up on the client’s approval.
• Identify and resolve client concerns.
• Ensure regular updates on all the installed and uninstalled campaigns per network.
• Prepare daily minutes of meeting to be shared with the commercial team.
• Update the administrative department on all contact details of new and existing clients in order to maintain an updated mailing list.
• Ensure regular circulation of information to other departments in a timely manner.
• Prepare and ensure detailed correspondence of minutes of meetings related to the decisions taken.

JOB TITLE: ACCOUNTMANAGER
DEPARTMENT: COMMERCIAL
REPORTS TO : REGIONAL COMMERCIAL DIRECTOR
SUPERVISES: NOT APPLICABLE
LIASES WITH: ALL DEPARTMENTS, CLIENTS/AGENCIES, ADVERTISING

JOB LOCATION(S):
City: Country: Lebanon

DEGREE:
 x Bachelor □ Master is a plus □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: University graduate with a degree in Marketing, Advertising or Public Relations.

WORK EXPERIENCE: 7-9 years experience in sales with at least 1 year in a senior or managerial position in Sales or a related field.

SKILLS:
Computer literate with good knowledge in Excel, Word and Outlook.
• Strong interpersonal and negotiation skills.
• Strong leadership and decision making.
• Customer oriented.
• Good communication skills.
• Ability to adapt to different situations.
• Good problem solving skills and be able to deal with complex situations.

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:

WORKING HOURS:
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: 070114-6

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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.