JOB VACANCY FORM

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

Job Title: Office Manager

Application Deadline: 20 January 2014

Reference Number: 090114-9

Company Description

NAME OF FIRM/INSTITUTION: Lebanese Petroleum Administration

TYPE: □ Local  □ Regional  X Multinational

INDUSTRIAL SECTOR: Oil & Gas

BRIEF FIRM PROFILE/DESCRIPTION:

FIRM WEBSITE: www.lpa.gov.lb

Job Description

BRIEF JOB DESCRIPTION:
The candidate will be responsible for all office administration processes, and maintaining an efficient and professional office environment at the Lebanese Petroleum Administration (LPA) offices. The requirement is for a candidate that is highly experienced in office administration and facility management. The candidate needs to have versatility, tenacity and confidence, be capable of dealing with multiple tasks within tight time frames, and manage changing and conflicting priorities. The candidate needs to be able to interact and communicate confidently and effectively with executives, government authorities, embassies, fellow employees and office staff, contractors and suppliers.

Main Tasks:

- Undertake, accurately prioritize and organize all administrative duties as requested by the President;
• Be the focal point for office services companies (landlords, security, IT, utilities providers, maintenance, cleaning, etc);
• Flexibility to undertake administrative support for any team/project as required;
• Prepare documents, reports, and tender submission information and other paper work within specified timeframes and to a high standard;
• Supervise, overview and follow up the preparation and approval of the yearly budget internally and with relevant external parties;
• Administer daily absence management reporting;
• Book and oversee entertainment as required;
• Monitor administrative departmental costs;
• Review financial statements and tax declarations & payments;
• Monitor and manage procurement of equipment and supplies for the office;
• Ensure the security and safety of the facility;
• Manage and protect the fixed assets of the office;
• Supervise the development and implementation of preventive maintenance programs for the office’s facilities and equipment (HVAC, electricity, sanitary, IT, cars, equipment, machinery, etc.) and perform timely follow up of corrective maintenance;
• Supervise and manage the staff under the president unit;
• Organize orientation and training of new staff members;
• Liaise and coordinate with relevant parties and government entities during special events and emergency cases.

JOB LOCATION(S):
City: Country: Lebanon

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

MAJOR/ EMPHASIS: University degree
Higher degree in management or equivalent

WORK EXPERIENCE: 7-9 years of previous relevant work experience
Experience of project management, facility and IT management

SKILLS:
Languages Skills: X English X Arabic X French or other (an asset) Other:

Computer Skills: Computer skills and knowledge of office software packages;

Other Skills:
• Dependable, trustworthy and diplomatic with strong networking skills;
• Problem solving experience in challenging environments;
• Knowledge of accounting, data and administrative management practices and procedures;
• Decision making;
• Planning and organization;
• Teamwork and collaboration;
• Knowledge of business and management principles;
• Strong communication skills both verbal and written;
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 apply online via the below link

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

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.

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
Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.