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

Job Title:  Manager/Trainee Manager

Application Deadline:  End of February 2014

Reference Number:  140114-5

Company Description

TYPE:  □ Local  □ Regional  x Multinational

INDUSTRIAL SECTOR: Fresh Handmade Cosmetics

BRIEF FIRM PROFILE/DESCRIPTION:
Our Company is an international retailer of fresh handmade cosmetics that is known worldwide for changing the face, body and soul of the cosmetics industry. Our unique bath and beauty products, amazing skin and hair care, personalized customer service, environmental activism and fun and unique atmosphere make our company a truly unique and inspirational place to work.

Job Description

BRIEF JOB DESCRIPTION:
As a Manager it’s your responsibility to embrace the Company’s culture and to lead, inspire and motivate your shop team to act as Guardians of the brand. If you are an experienced retail manager/training manager who is enthusiastic about working on the shop floor, training and developing your team, analyzing the numbers that drive your business, building sales and making the shop look beautiful then the company’s Life is for you!
What we’ll ask you to do:
• Create a fun work environment by keeping the shop beautiful, the sales high, your team inspired, and your customers satisfied
• Be an active and inspirational leader on the shop floor who finds pleasure in giving excellent customer service
• Be proactive in generating sales and profitability
• Recruit, hire and develop a strong team who are challenged and driven to progress throughout the business.
• Act as an ambassador for the brand
• Coach team members on the ethics and best practices of our company.

To do that we think you’ll need:

• To have some experience managing people
• To be a Helicopter pilot (have a great overview and awareness)
• To be motivated and ambitious, dedicated and driven, positive and passionate
• To be an effective communicator and active listener
• To be organized and a skillful time manager
• To be proactive, quick on your feet and smart as a whip

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

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

MAJOR/ EMPHASIS:

WORK EXPERIENCE:
Some retail management experience or extensive retail experience

SKILLS: organizational, team player, responsible, stock management
Languages Skills: X English X Arabic □ French (is a plus) other:
Computer Skills: Microsoft office (world, excel, PowerPoint), social media
Other Skills:

SALARY: DEPENDING ON EXPERIENCE
Basic Salary Range:
Other benefits include:
□ Accommodation □ Health Insurance □ Return Ticket X Bonus
□ Laptop □ Mobile Phone □ Children’s Education X Transportation
X Lebanese NSSF □ None

WORKING DAYS: 6 DAYS A WEEK
WORKING HOURS: 9H BETWEEN 9:30AM AND 10:00PM

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: 140114-5

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
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.