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**JOB VACANCY FORM**

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

**Job Title:** Human Resources Assistant

**Application Deadline:** February 15, 2014

**Reference Number:** 220114-1

**Company Description**

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

**INDUSTRIAL SECTOR:**

**BRIEF FIRM PROFILE/DESCRIPTION:** A large business services organisation located in Beirut

**Job Description**

**BRIEF JOB DESCRIPTION:** HR Assistant in charge of diversified activities of the Department including the HR system

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

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

**MAJOR/ EMPHASIS:** Business Administration, Human Resources degree

**WORK EXPERIENCE:** not required

**SKILLS:**
Languages Skills: X English □ Arabic X French Other:
Computer Skills: Microsoft office, database management
Other Skills: Written and verbal communication and strong personality

**SALARY**
Basic Salary Range: between $800-$900  

Other benefits include:  
- Accommodation  
- Health Insurance  
- Return Ticket  
- Bonus  
- Laptop  
- Mobile Phone  
- Children’s Education  
- Transportation  
- Laptop  
- Mobile Phone  
- Children’s Education  
- Transportation  
- Laptop  
- Mobile Phone  
- Children’s Education  
- Transportation  
- Laptop  
- Mobile Phone  
- Children’s Education  
- Transportation  
- Laptop  
- Mobile Phone  
- Children’s Education  
- Transportation

X Lebanese NSSF □ None

WORKING DAYS: MONDAY-SATURDAY

WORKING HOURS: 8H.AM-3.30 H. PM

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: 220114-1

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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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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.