JOB VACANCY FORM

- Full-time  - Part-time  - Summer-Job  - Internship (6 months)

Job Title: Intern for EMNA

Application Deadline:

Reference Number: 090316-5

Company Description

TYPE: - Local  - Regional  - Multinational

INDUSTRIAL SECTOR: Media

BRIEF FIRM PROFILE/DESCRIPTION:

Job Description

BRIEF JOB DESCRIPTION:

Internship rules are:

- The candidate has to be studying either undergraduate or post graduate.
- We can accept fresh grads that have just graduated from university.
- The duration should be for 6 months only initially.
The candidate will get an opportunity to work on the operations aspects of strategic projects currently being driven in the region. Some of the primary responsibilities are outlined below:

- Coordinate and liaise with account managers and clients to identify the information required to complete the Know Your Customer process
- Contact clients and engage with compliance departments to source the required information to complete the due diligence process
- Research on clients using various secondary research sources – internal and external
- Review contracts and ensure that the data matches the sales records and finance records
- Assist and support the regional operations team on day to day activities

JOB LOCATION(S):

City: Beirut Country: Lebanon

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

MAJOR/ EMPHASIS: Bachelor’s degree in finance, economics or management

WORK EXPERIENCE:

SKILLS:
Languages Skills: X English X Arabic X French Other:
Computer Skills: Knowledge of MS office especially MS-Excel and PowerPoint
Other Skills:
• Strong secondary research skills over internet and databases
• Good analytical 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: 090316-5
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
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Career and Placement Services
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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.
For part-time job opportunities, visit:
http://aub.edu.lb/sao/cps/vacancies/Pages/Part-timeJobs.aspx
For full-time job opportunities, visit:
http://aub.edu.lb/sao/cps/vacancies/Pages/divisions.aspx