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**JOB VACANCY FORM**

- [ ] Full-time
- [X] Part-time
- [ ] Summer-Job
- [X] Internship

**Job Title:** Internship or a part-time job with a Business major or applied math.

**Reference Number:** 020514-13

**Company Description**

**TYPE:**
- [ ] Local
- [ ] Regional
- [X] Multinational

**INDUSTRIAL SECTOR:** Consulting firm

**BRIEF FIRM DESCRIPTION:**

We are a boutique sales management consulting firm established 1-Jan-2011, located in center hub of Beirut, Beirut Digital District. We have helped local and international clients in structuring, transforming and optimizing their sales organization and performance. We do that by putting science into sales on strategic, process and productivity level.

**Job Description**

**BRIEF JOB DESCRIPTION:**

**Brief Job Description and Requirements**

- A trustworthy & energetic candidate searching for an internship or a part-time job with a Business major or applied math.
- The main role will be assisting the firm in data mining & aggregation. As well as, preparing documents, maps & charts for presentations & reports.
- He must be a computer literate with an excellent analytical & logical mindset.
- Solid experience in Microsoft Excel, mastering formulas, functions & charts.
- Eager to work & develop his/her skills in a small & startup consulting company.

**Background**

**JOB LOCATION(S):**

City: Beirut   Country: Lebanon

**DEGREE:**

- [X] Bachelor  
- [ ] Master is a plus  
- [ ] Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: Business, Math

WORK EXPERIENCE:

SKILLS:
- Good communication and interpersonal skills
- Strong organizational and team working skills
- A good sense of humor and our going personality
- Highly approachable, trustworthy and confidential
- Good English Language level
- Good cultural awareness and sensitivity
- Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus

- Experience in providing information and counseling services
- Experience in community sensitization/mobilization
- Team spirit.

Languages Skills: X 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: 020514-13

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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:

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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.