JOB VACANCY FORM

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

Job Title: Finance & Business Services Manager

Application Deadline: June 1, 2014

Reference Number: 020514-6

Company Description

TYPE: □ Local    X Regional    □ Multinational

INDUSTRIAL SECTOR: GLASSWARE MANUFACTURING

BRIEF FIRM PROFILE/DESCRIPTION: Built upon 45 years of commercial and manufacturing experience, a Lebanese company with presence across the MENA and Africa regions has now established a large-scale, European-sourced glass tableware manufacturing project that will be located in Sadat City, Egypt, with 24/7 production, markets across the entire globe, and a team of over 350 employees. We aim at becoming a leader in the industry, driven by the optimal corporate system.

Job Description

BRIEF JOB DESCRIPTION: The Finance & Business Services Manager is responsible for ensuring that we meet objectives and service standards through the effective and efficient management of the Finance, Accounting, Information Technology, Procurement, Logistics and Compliance & Regulatory divisions. Reporting directly to the General Manager, the main responsibilities of the Finance & Business Services Manager is to micromanage and provision the day to day administrative, financial and business services with the goal of optimizing the quality and efficiency of the level of service provided to Distributors and internal divisions.

JOB LOCATION(S):
City: Sadat City (outside Cairo)    Country: Egypt
DEGREE:
X Bachelor  X Master  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS:  Business with Finance or related emphasis, Engineering with financial academic background, majors with heavy analytical focus

WORK EXPERIENCE: 4-6 years (preferably industrial/technical experience)

SKILLS:
Languages Skills: X English  X Arabic  □ French  Other:
Computer Skills: Excellent
Other Skills: Interpersonal, communication, analytical

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

WORKING DAYS: 5 PER WEEK

WORKING HOURS: AVERAGE OF 8 PER DAY

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: 020514-6

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: Ali Kesserwani

Dr. Maryam Ghandour

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