AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
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JOB VACANCY FORM

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

Job Title: Sales & Marketing Officer

Reference Number: 070514-1

Company Description

TYPE: X Local □ Regional □ Multinational

INDUSTRIAL SECTOR: Development & Construction

BRIEF FIRM PROFILE/DESCRIPTION:
Our team includes a number of engineers, supervisors and technicians with years of experience in the fields of engineering and maintenance.

From facilities management and maintenance to remodeling services, We provide discerning clients with a single resource for all their maintenance and management needs.

Mission and Values

Our mission is to consistently provide its clients with exceptionally maintained homes and offices.

The company’s success is rooted in its values: trust, respect, and accountability, and it is thanks to these values that it has become the company of choice for businesses and homeowners throughout Lebanon.
Job Description

BRIEF JOB DESCRIPTION: Assist and report to Sales & Marketing Manager

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

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

MAJOR/ EMPHASIS: Business / Sales and/or Marketing
Sales:
• Preparing sales offers for projects
• Preparing sales materials
• On Site sales support
• Tele-support
• Database update and follow up

Market Research:
• Ongoing research for potential tenants
• Market intelligence: Companies relocating inside Lebanon; companies seeking to open offices in Lebanon, regional, multinational
• Researching digital trends in the market; technologies to adopt and talk about

WORK EXPERIENCE: 0-2 years

SKILLS:
Languages Skills: X English X Arabic □ French Other:
Computer Skills:
Other Skills: Ability to work under pressure, serious and dedicated. Innovative, dynamic, proactive, passionate, and loves digital marketing and technology.

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

WORKING DAYS: M - F

WORKING HOURS: 8:30AM – 5PM

How to Apply
Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 070514-1
ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

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For further information, please do not hesitate to contact:

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The job vacancies are for AUB students and alumni ONLY.