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.

---

**JOB VACANCY FORM**

<table>
<thead>
<tr>
<th>Full-time</th>
<th>Part-time</th>
<th>Summer-Job</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Job Title:** Business Development Manager

**Application Deadline:**

**Reference Number:** 090514-5

---

**Company Description**

**NAME OF FIRM/INSTITUTION:**

**TYPE:** × Local □ Regional □ Multinational

**INDUSTRIAL SECTOR:** MEDIA

**BRIEF FIRM PROFILE/DESCRIPTION:** SCREENS’S CORE OF BUISNESS IS TO PROVIDE SUBTITLING, CONTENT DISTRIBUTION, DOCUMENT TRANSLATION, MEDIA LIBRARY CONVERTION, DUBBING SERVICES…ETC.

**FIRM WEBSITE:**

---

**Job Description**

**BRIEF JOB DESCRIPTION:**

**JOB LOCATION(S):**
City: Jal El Dib Country: Lebanon

**DEGREE:**

- × Bachelor □ Master □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

**MAJOR/ EMPHASIS:**

- Identify new sales opportunities.
- To develop new market by reaching new clients.
• Coordinate overseas expansion (branches abroad).
• Evaluate, present and negotiate business opportunities.
• Outdoors presentations to companies and organizations
• Manage accurate and timely market information related to opportunities, competition, changing trends and feed it back to CEO.

**WORK EXPERIENCE**: 2 years at least.

**SKILLS:**

Languages Skills: ✘ English  ✘ Arabic  ✘ French  Other: Spanish

Computer Skills: Microsoft Operating System and Office & Proficient in social media and internet search engines (web savvy)

Other Skills: Excellent Communication skills, persuasive, and negotiation skills, Self-starter, Initiative, drive and enthusiasm, Good planning and organizational skills, Detail oriented and good speaking skills, Fluent in English, and preferably French or Spanish, Good writing skills and Able to meet deadlines

**SALARY**

Basic Salary Range: $20000 to $25000 per year

Other benefits include:

☐ Accommodation  ☐ Health Insurance  ☐ Return Ticket  ✗ Bonus
☐ Laptop  ☐ Mobile Phone  ☐ Children’s Education  ☐ Transportation
☐ Lebanese NSSF  ☐ None

**WORKING DAYS**: MONDAY TO FRIDAY FROM 8:00AM TILL 5:30PM
SATURDAY FROM 8:00AM TILL 1:30PM

**WORKING HOURS**: 9HRS & A HALF

---

**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: 090514-5

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**

*American University of Beirut*
*Career and Placement Services*
*West Hall, Room 112 E*
*P.O. Box 11-0236 Riad El Solh*
*Beirut 1107 2020, Lebanon*
The job vacancies are for AUB students and alumni ONLY.