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**JOB VACANCY FORM**

☑ Full-time   ☐ Part-time   ☐ Summer-Job   ☐ Internship

**Job Title:** ERP System Administrator

**Application Deadline:** 30-05-2014

**Reference Number:** 150514-7

**Company Description**

**TYPE:** ☑ Local   ☐ Regional   ☐ Multinational

**INDUSTRIAL SECTOR:** Telecom sector

**BRIEF FIRM PROFILE/DESCRIPTION:** Internet & Data Service Provider

**Job Description**

**BRIEF JOB DESCRIPTION:**

- Administer and ensure reliable performance of the company’s ERP system
- Provide telephone and in-person support to users.
- Identify and resolve system errors and issues
- Document, report, and track support incidents.
- Execute test plans and report results
- Assist with workflow redesign and procedural changes
- Write end user and ERP application documentation
- Assist with company-wide projects as requested
- Perform other related duties as assigned by management

**JOB LOCATION(S):**

City: Jal El Dib   Country: Lebanon
DEGREE:
☑ Bachelor ☐ Master ☐ Doctoral Degree
☐ Undergraduate Student/ Degree not Necessary ☐ Teaching Diploma

MAJOR/ EMPHASIS: Business Computer or equivalent

WORK EXPERIENCE: 0-1 year experience

SKILLS:
Languages Skills: ☑ English ☑ Arabic ☐ French ☐ Other:
Computer Skills:
☐ SQL
☐ Microsoft Office (Word, Excel)
☐ Crystal Report is an Asset

Other Skills:
☐ Knowledge in basic Accounting principles
☐ Ability to work independently and within team setting
☐ Ability to organize and prioritize multiple tasks
☐ Strong interpersonal and communications skills

SALARY
Basic Salary Range: USD 800- USD 900
Other benefits include:
☐ Accommodation ☑ Health Insurance ☐ Return Ticket ☑ Bonus
☐ Laptop ☐ Mobile Phone ☐ Children’s Education ☑ Transportation
☑ Lebanese NSSF ☐ None

WORKING DAYS: 22 PER MONTH

WORKING HOURS: 9 PER DAY

How to Apply

Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 150514-7

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME 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 115  
P.O. Box 11-0236 Riad El Solh  
Beirut 1107 2020, Lebanon  
Tel: +961 1 350000 Ext: 3172  
Tel/Fax: +961 1 744 488  
E-mail: mg03@aub.edu.lb  
Website: http://staff.aub.edu.lb/~websao/cps/index.html

The job vacancies are for AUB students and alumni ONLY.