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**JOB VACANCY FORM**

☑ Full-time

**Job Title:** Administration Manager for a major Steel Corporation in The Republic of Angola - Africa

**Application Deadline:** 28/05/2014

**Reference Number:** 190514-17

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**Company Description**

**TYPE:** ☑ Multinational

**INDUSTRIAL SECTOR:** Steel Trade & Manufacturing in the Republic of Angola - Africa

**BRIEF FIRM PROFILE/ DESCRIPTION:**
Leader of steel distribution destined to civil construction in Angola and has been in the market for the past 2 decades. Also has a production unit for the steel cut and bend. Part of a group also involved in Real estate development

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**Job Description**

**BRIEF JOB DESCRIPTION:**

- Oversee and supervise the activities related to efficient functioning of administrative operations for the location including accounting-related functions
- Ensure operations run smoothly within departments such as information and data processing, mail, materials scheduling and distribution, records management, telecommunications management
- Direct and maintain administration staff by orienting and training employees
- Improve program and service quality by devising new applications; updating procedures; evaluating system results with users
- Maintain continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs
- Report to owners or top level managers
- Other duties may be assigned

JOB LOCATION(S):
City: Luanda
Country: The Republic of Angola – Africa

DEGREE:
☑ Bachelor ☐ Master ☐ Doctoral Degree
☐ Undergraduate Student/ Degree not Necessary ☐ Teaching Diploma

MAJOR/ EMPHASIS: Minimum of a University Degree in business. Masters degree or MBA preferable

WORK EXPERIENCE: Necessary

SKILLS:
Languages Skills: ☑ English / French is a plus. Portuguese is a plus
Computer Skills:
Other Skills:
- Trustful with high ethical values
- Hard worker and dynamic. Ability to work under pressure. Flexible in working hours
- Strong Organization skills and Time Management
- Strong personality with ability to manage teams
- Ability to work in multicultural environment

SALARY
Basic Salary Range: USD 3,000 – USD 5,000 (based on experience and Qualifications)
Other benefits include:
☑ Accommodation ☑ Health Insurance ☑ Return Ticket ☐ Bonus
☐ Laptop ☑ Mobile Phone ☐ Children’s Education ☑ Transportation
☐ Lebanese NSSF ☑ Food Allowance

WORKING DAYS: MONDAY TIL SATURDAY

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: 190514-17

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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:

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
Tel: +961 1 350000 Ext: 3172
Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.