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**JOB VACANCY FORM**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Summer-Job</th>
<th>Internship</th>
</tr>
</thead>
</table>

Job Title: Administrative Assistant

Application Deadline: 30 August, 2013

Reference Number:

Company Description

**TYPE:** X Local

| INDUSTRIAL SECTOR: Architecture/Engineering/Consultancy |

**BRIEF FIRM PROFILE/ DESCRIPTION:**

We are Architects & Engineers was founded in 1988 in Beirut as a multi-disciplinary consultancy firm, at a time when Lebanon was embarking on a major reconstruction phase.

Through the design of some of the country’s major projects and landmarks, we have matured into one of the country’s most prominent Architectural and Engineering firms. Over the last few years, the firm has diversified its involvement by entering the regional market in prestigious projects: offering remarkable architectural, urban planning and integrated consultancy services, we have established a significant presence in the Middle East and North Africa.

This experience has continuously evolved through the design of numerous large scale projects within complex contexts, a practice ranging from defining strategies of developments for various real estates and urban planning of entire city districts to designing mixed use projects and resorts, residential development, major educational institutions, sport facilities, hotels and commercial buildings. A particular attention is placed on the environment and infrastructure sector, including waste management, water supply, roads and drainage networks.
our clients include governmental institutions, municipalities, private developers, international agencies and commercial enterprises; this allowed the firm to acquire in-depth experience in the strategies of communication and managing the interface between clients and public authorities. Keen to answer each client’s specific needs, we offer specialized services such as feasibility studies, marketing documents and environmental impact studies.

What distinguishes us in today’s market in its approach are the design criteria it abides by:

- Definition of work strategies and methodologies tailored to each project
- Creative design in conceiving functional projects adapted to the client needs with a lasting distinctive and refined identity.
- Sustainable design as a standard practice through all disciplines
- Internal Quality Control, quality standards and assurance as per international codes and detailed review by international control bureaux
- Preparation and updating of cost estimates at all stages of the projects in order to control construction cost by a continuous value engineering process through design development
- Production of in-house images, animations and models

Job Description

BRIEF JOB DESCRIPTION:

F1. Type, edit, proofread correspondence and reports
F2. Compose and edit basic documents
F3. Perform data entry (spreadsheet, word processing)
F4. Maintain filing systems
F5. Record and update all data and links pertaining to correspondence in IBOS
F6. Maintain and update projects related databases
F7. Maintain calendars and planning
F8. Schedule, prepare and assist with the coordination of meetings, visits, workshops
F9. Research, gather, coordinate information and data (general and project related)
F10. Ensure enquiries requiring a broad understanding of work and project are addressed and resolved
F11. Ensure that standards and administrative procedures are applied by project/department team
F12. Participate in problem solving
F13. Distribute mail and documents to the team
F14. Photocopy, print, scan documents as requested
F15. Handle project/staff related administrative issues
F16. Ensure that time cards are accurately filled on time
F17. Order office supplies
F18. Ensure that all office space is kept in an orderly manner
F19. Welcome visitors
F20. Stand in for Office Assistant when required

Perform other related duties as required

JOB LOCATION(S):

City: Beirut  
Country: Lebanon
DEGREE:  
X Bachelor  □ Master  □ Doctoral Degree  
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS: Business Administration /Management

WORK EXPERIENCE: 0-3 years

SKILLS:  
Languages Skills: X English  X Arabic  X French is a plus  Other: 
Computer Skills: Microsoft office  
Other Skills:

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

WORKING DAYS: MONDAY TO SATURDAY

WORKING HOURS:  
MONDAY, TUESDAY, THURSDAY, FRIDAY 08:00 -17:00 (1 HOUR LUNCH BREAK)  
WEDNESDAY 08:00-15:00  
SATURDAY 08:00-13:00

How to Apply

Interested candidates may send your resume by email to: Dr. Maryam Ghandour  
(mg03@aub.edu.lb) specifying the reference number: 210514-12

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:

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Student Affairs  
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Tel: +961 1 350000/374444 Ext: 3172  
E-mail: mg03@aub.edu.lb  
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx
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