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**JOB VACANCY FORM**

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**Job Title:** Branch Manager

**Application Deadline:** June 20, 2014

**Reference Number:** 210514-6

**Company Description**

**TYPE:** Local Regional Multinational

**INDUSTRIAL SECTOR:** Manufacturers and Retailers of Arabic and French Sweets

**BRIEF FIRM PROFILE/DESCRIPTION:** Established In 1950, We are now one of the leading and innovative Arabic and French sweets manufacturers not only in Lebanon but in the whole Middle East region. With six local branches in Lebanon and four spread between Abu Dhabi and Dubai in the UAE, We continue to enhance its product lines and introduce first to the market concepts.

**Job Description**

**BRIEF JOB DESCRIPTION:**
- Weekly scheduling of staff.
- Evaluate performance of the team.
- Ensure food safety policies are strictly enforced and follow up on maintenance issues.
- Follow up on the quality of products.
- Ensure that all data is recorded and reported.
- Supervise the monthly physical inventory count.
- Coordinate with management as to any suggestions to improve operations.

**JOB LOCATION(S):**
City: Saida ; Country: Lebanon
DEGREE: 
X Bachelor  X Master  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS: Business, Hospitality, or any other related major.

WORK EXPERIENCE: at least 1 year

SKILLS:
Languages Skills: X English  X Arabic  X French  Other:
Computer Skills: Microsoft Office, Internet use.
Other Skills: leadership, communication, able to work under pressure.

SALARY
Basic Salary Range: 1000 $ - 1200 $
Other benefits include:
□ Accommodation  □ Health Insurance  □ Return Ticket  □ Bonus
X Laptop  X Mobile Phone  X Children’s Education  X Transportation
X Lebanese NSSF  □ None

WORKING DAYS: 6 DAYS/WEEK

WORKING HOURS: 6AM-3PM (AM SHIFT) OR 2PM-11PM (PM SHIFT)

How to Apply
Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 210514-6

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.