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JOB VACANCY FORM

X Full-time  □ Part-time  □ Summer-Job  □ Internship

Job Title: Logistics Manager

Application Deadline: June 20, 2014

Reference Number: 210514-7

Company Description

TYPE: □ Local  X 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:
- Coordinating, organizing and controlling the order cycle.
- Coordinating with stock department to efficiently deliver goods to their designated location.
- Organizing teamwork within the work force to ensure the set productivity levels.
- Oversee the maintenance, cleanliness, and insurance of vehicles.

JOB LOCATION(S):
City: Saida  Country: Lebanon

DEGREE:
X Bachelor  □ Master  □ Doctoral Degree
Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS: Business or any other related major

WORK EXPERIENCE: at least 2 years

SKILLS:
Languages Skills: X English   X Arabic   □ French   Other:
Computer Skills: Microsoft Office, Internet use.
Other Skills: communication, efficiency, coordination, leadership.

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

WORKING DAYS: 6 DAYS/WEEK

WORKING HOURS: 6AM-3PM

How to Apply
Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 210514-7

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

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The job vacancies are for AUB students and alumni ONLY.