JOB VACANCY FORM

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

Job Title: Client Servicing Executive

Application Deadline: June 27, 2014

Reference Number: 270514-12

Company Description

TYPE: □ Local  ☒ Regional  □ Multinational

INDUSTRIAL SECTOR: Public Relations and Communications

BRIEF FIRM PROFILE/DESCRIPTION:

Our firm was founded in the Kingdom of Saudi Arabia in 1998 to provide world-class public relations services for the Kingdom’s business community and to multinational enterprises operating in the country. Over the years we have painstakingly built an organization composed primarily of experienced local practitioners who understand their markets and speak the languages and dialects of the countries they serve. Today our firm has become one of the largest public relations networks in the Middle East and North Africa with over 240 dedicated professionals providing a diverse and sophisticated service offering from 14 offices in 13 countries.

Job Description

BRIEF JOB DESCRIPTION:

A Client Servicing Executive supports the day-to-day tasks generated from account/project management, and reports to the Client Servicing Manager. He/she must be able to develop and execute work plans, interface with clients to ensure that work is being implemented ethically and according to our company’s standards, systems and procedures. The candidate must be able to work as part of a team to develop client proposals and implement PR activities. He/she must be able to draft communications pertaining to the clients such as press releases, speeches, statements, etc. He/she must effectively coordinate and manage events, including press conferences and promotional events, and implement tactical programs for assigned clients.
The right candidate will have a degree in communications, public relations, marketing or any related field and an additional 1+ year of experience. The candidate must be passionate about PR, must have excellent communication skills, a client focused mentality, strong work ethics, the ability to multi-task in a fast paced environment, and must have tenacious attention to detail.

**JOB LOCATION(S):**  
City: Beirut  
**Country:** Lebanon

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

**MAJOR/ EMPHASIS:** Communications, public relations, marketing, or any other related field

**WORK EXPERIENCE:** 1+ year

**SKILLS:**  
Languages Skills: ☑ English  
☑ Arabic  
☑ French  
Other: (Any two of the above languages)

Computer Skills: MS office (outlook, word, power point, excel, etc.), Internet browsing and social media

Other Skills: Good research, multi-tasking and good communications skills

**SALARY**  
Basic Salary Range:  
Other benefits include:

☐ Accommodation  
☐ Health Insurance  
☐ Return Ticket  
☐ Bonus  
☐ Laptop  
☐ Mobile Phone  
☐ Children’s Education  
☐ Transportation  
☐ Lebanese NSSF  
☐ None

**WORKING DAYS:** MONDAY - FRIDAY

**WORKING HOURS:** 8:30 – 5:30

**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: 270514-12

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: [http://tinyurl.com/CPSunsubscribe](http://tinyurl.com/CPSunsubscribe) and fill the necessary information.

**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:
The job vacancies are for AUB students and alumni ONLY.