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**JOB VACANCY FORM**

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

**Job Title:**  Regional System support specialist – Warehousing and Distribution

Reference Number: 270514-4

Application Deadline: July 31 2014

**Company Description**

**TYPE:**  □ Local  □ Regional  X Multinational

**INDUSTRIAL SECTOR:**  Logistics and Supply Chain

**BRIEF FIRM DESCRIPTION:**
Our firm is a global logistics company headquartered in Seattle, Washington. As a Fortune 500 company, we employ over 13,000 trained professionals in a worldwide network of over 250 locations across six continents. Our firm satisfies the increasingly sophisticated needs of international trade through customized solutions and seamless, integrated information systems. Our services include air and ocean freight consolidation and forwarding, vendor consolidation, customs clearance, cargo insurance, distribution and other value added logistics services.

**Job Description**

**BRIEF JOB DESCRIPTION:**

Member of a regional headquarters support team that provides warehousing and distribution expertise to the company’s branches with emphasis on systems and technology support but also including new distribution center setups, operations support, process analysis, RFP bidding, pricing and cost analysis, training and sales meetings

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

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

MAJOR/ EMPHASIS: Engineering, Maths, Business or Computer Science
WORK EXPERIENCE: 0 to 3 years

SKILLS:
Languages Skills: X English  X Arabic  French  X Other (optional)

Computer Skills:
• Proficiency with MS OS, MS Office Software - strong MS Excel skills required
• Programming is not a must but a definite plus

Job Skills:
• Ensures our systems capabilities are within the scope of the request, or identify alternative methods for accommodating the customer’s requests, where they may exist.
• Assists in the initial set-up of new customers to ensure proper system attribute settings to effectively manage the requirements of the account.
• To provide support and aide in troubleshooting warehouse management system problems in their daily operation.
• Lead projects to benchmark and optimize the company’s distribution centers’ operations.
• Provides analysis and input for Expeditors’ responses to customer RFI/RFQs where Distribution Services are requested.
• Assists in EDI and MDC requests and implementations.
• Knowledge/ Skills: Requires good supervisory and communication skills.

Familiarity with personal computers and material handling equipment is essential. Strong decision-making and coaching skills. Able to drive results.
• All the operations can be done either from Beirut office, or on site in Europe, Middle East, Africa or Indian subcontinent. Extensive travel included.
• Must be capable of sitting, standing and walking for extended periods (at least two hours straight, four times in an 8-hour day). Must be able to twist, stoop, squat, reach above shoulder level and crouch on a frequent basis. Must be able to use proper techniques to lift 50 pounds. Must be able to handle stress caused in meeting deadlines with tight scheduling requirements. Must be able to shift priorities easily.

Other Skills:
• Customer Service skills to deal with branch personnel and external customers.
• Ability to work effectively across all levels of development, support and peers.
• Research skills
• Strong written and verbal communication skills
• Organizational skills to handle multiple tasks to completion simultaneously.
• Physical and System Inventory Controls experience.
• Distribution Experience
• Special Requirements: Must have excellent work habits. Must pass a background check, if applicable in state, region or geography. Bi-lingual ability a plus.

Personal Attributes required for this position:
• Excellent Problem Solving skills
• Ability to work in a "Team" environment
• High tolerance for Stress caused in meeting deadline and customer requests
• Strong Planning, prioritizing and organizational skills
• Adaptability and flexibility to cater to a fast changing environment
SALARY
Basic Salary Range:

Other benefits include:
□ Accommodation  X Health Insurance  □ Return Ticket  □ Bonus
X Laptop  □ Mobile Phone  □ Children’s Education  X Transportation
X Lebanese NSSF  □ None

WORKING DAYS: MONDAY TO FRIDAY

WORKING HOURS: 8 AM TO 5 PM

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: 270514-4

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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

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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.