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**JOB VACANCY FORM**

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

**Job Title:**  Marketing and Sales

**Application Deadline:** Valid for two months

**Reference Number:** 290514-11

## Company Description

**FIRM/INSTITUTION NAME:**

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

**INDUSTRIAL SECTOR:**  Marketing, PR and Advertising

**BRIEF FIRM DESCRIPTION:** Providing advertising, marketing services and events. Promoting an international and local benefit card which establishes remarkable discounts.

**FIRM WEBSITE:**

## Job Description

**BRIEF JOB DESCRIPTION:**

- Discover new clients and contacts.
- Follow up on potential customer and details
- Prepare and assist sales offers proposals and sales contracts.
- Translate strategic aims into practical implementation and a pragmatic hands-on approach with a clear understanding of the need to deliver.
- Progress and develop a strong internal sales team to deliver excellent customer service and efficient sales order processing to maximize profitable sales and grow market share.
- Design and agree effective measures to evaluate the progress and success of the sales and marketing programs by month, quarter and year.
• Ensure that all budgetary sales and profitability targets are delivered at agreed levels and built into the sales and marketing programs.
• Ensure the full portfolio and combinations of products are addressed, sustaining and developing new accounts in the public sector and corporate enterprises.
• Take an active and hands-on lead, in coordinating large scale opportunities, conducting meetings and presenting to key clients.
• Confidence to present a tailored presentation to potential client team by effectively using a range of presentation skills i.e. body language, voice tone etc.
• Proven experience of formulating and delivering successful marketing campaigns and delivering stretching sales targets.
• Excellent communication skills, oral & written.
• Computer literate with good understanding of MS Office.
• **A car is a must**

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

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

**MAJOR/ EMPHASIS:**  BS Marketing and Sales

**WORK EXPERIENCE:**  0-2 years

**SKILLS:**

Languages Skills:  
- English  X  Arabic  □ French  Other:

Computer Skills:  Microsoft office

Other Skills:

**SALARY**
Basic Salary Range: $800-$1000

Other benefits include:
- □ Accommodation  □ Health Insurance  □ Return Ticket  X  Bonus
- □ Laptop  □ Mobile Phone  □ Children’s Education  □ Transportation

X  Lebanese NSSF  □ None

**WORKING DAYS:** MONDAY TO SATURDAY

**WORKING HOURS:** 8:30AM TO 5:30PM

**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: 290514-11

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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.