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.

---

### JOB VACANCY FORM

<table>
<thead>
<tr>
<th>X Full-time</th>
<th>☐ Part-time</th>
<th>☐ Summer-Job</th>
<th>☐ Internship</th>
</tr>
</thead>
</table>

**Job Title:** Business Management Administrator for the Medico-social Department

**Reference Number:** 290514-9

### Company Description

**TYPE:** X Local  ☐ Regional  ☒ Multinational

**INDUSTRIAL SECTOR:** NGO

### Job Description

**BRIEF JOB DESCRIPTION:**

- Assist in all tasks related to administration.
- Manage and monitor yearly budget.
- Report and communicate effectively to Director.
- Coordinate with finance and all departments on all finance and HR issues.
- Ensure proper financial reporting.
- Follow-up on all project-related expenses.
- Maintain accurate accounting system and records.
- Manage projects staff payroll as a temporary measure prior to recruitment of HR manager.
- Ensure a smooth relationship between the department and Movement partners/external donors concerning the financial/administrative issues.
JOB LOCATION(S):
City: Hamra, Spears   Country: Lebanon

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

MAJOR/ EMPHASIS: Bachelor degree in Business Adm. (emphasis on accounting is a must), Public Adm.

WORK EXPERIENCE: Fresh graduate; 0-2 years of experience

SKILLS:
Languages Skills: xEnglish  XArabic  □ French  Other:
- Computer Skills: Proficient in Microsoft Excel.

Other Skills:
- Deciding and initiating action.
- Leading and supervising.
- Adhering to principles and values.
- Writing and reporting
- Planning and organizing
- Following instructions and procedures.
- Working under pressure.
- Good command of written and spoken English
- Good knowledge of accounting procedures and principles

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:

WORKING HOURS:

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: 010414-18

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 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:

Dr. Maryam Ghandour

American University of Beirut
Career and Placement Services
West Hall, Room 112 E
P.O. Box 11-0236 Riad El Solh
Beirut 1107 2020, Lebanon
Tel: +961 1 350000 Ext: 3172
Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.