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**JOB VACANCY FORM**

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

**Job Title:** Archivist (Financial Dep.)

**Reference Number:** 300514-1

Application Deadline:

**Company Description**

**FIRM/INSTITUTION NAME:**

**TYPE:** □ Local □ Regional x Multinational

**INDUSTRIAL SECTOR:** Financial Services

**BRIEF FIRM DESCRIPTION:**

**FIRM WEBSITE:**

**Job Description**

**BRIEF JOB DESCRIPTION:**

Daily:

- Archive vouchers by arranging them in chronological order and keep track of the ones not yet archived
- Assemble transactions slips sent by banks; classify by source, type and then date them
- Answer incoming telephone calls to the Finance Department
- Ensure the availability of all needed stationery for the department’s members
- Follow up on cleaning schedules with the department’s housekeeper
- Respond to other requests from department’s members

Periodically:

- Arrange invoices received from Sales Representatives by dates
- Organize, by date, fuel copybooks received from Accountants
- Label and number the department’s box files electronically
Follow on the availability of OMT Group’s books (payment voucher, receipt vouchers, invoices, exchange and cash transfer), deliver purchase order and assemble old ones in yearly classified boxes

- Move box files to warehouse and keep its Finance section well organized
- Enter data on the system and issue reports

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

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

**MAJOR/ EMPHASIS:** Documentation

**WORK EXPERIENCE:** Unspecified

**SKILLS:**

- Languages Skills:  X English    X Arabic    X French
- Computer Skills:  Knowledge in Microsoft Office
- Other Skills:  KNOWLEDGE OF ARCHIVING SYSTEMS & CLASSIFICATION OF DOCUMENTS
- DETAIL ORIENTED
- ORGANIZED & TIME CONSCIOUS
- SYSTEMATIC
- GOOD COMMUNICATION SKILLS
- REPORTING LINES:
  - REPORTS TO: DEPUTY FINANCE MANAGER

**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:**
MON. TILL FRI.: FROM 08:30 A.M. TILL 05:00 P.M.
SAT.: FROM 08:30 A.M. TILL 01:00 P.M. WITH 1 SAT. OFF PER MONTH
[AFTER 5 MONTHS OF JOINING]

**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:
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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.