JOB VACANCY FORM

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

Job Title: ARCHIVIST [Logistics Unit]

Application Deadline: As soon as possible

Reference Number: 300514-2

Company Description

FIRM/INSTITUTION NAME:

TYPE: □ Local  □ Regional  X Multinational

INDUSTRIAL SECTOR: Financial Services

BRIEF FIRM DESCRIPTION:

Founded in 1998, being Western Union accredited agent and holding the largest agent network in the country ‘over 900 locations’, the company is the pioneer provider of financial services with a leading market position in Lebanon.

The company is continuously growing its portfolio of services and this with always one goal, facilitating our client’s life by meeting the market needs and preserving the highest service quality. Today the company offers a wide bundle of services ranging from money transfer to payment services in addition to business-to-business services.

Throughout the years, the company has succeeded in establishing solid and trustful relations with its clients, partners and agents in Lebanon and across the globe. It has thus managed to strategically position its brand around important values such as Convenience, Quality and Human Bonds.

FIRM WEBSITE:

Job Description

Scope:
The Archivist will be responsible of preparing and coordinating the logistics operational activities and cycles in coordination with unit members, OMT agents and related governmental institutions & other companies

**Key Responsibilities:**

- **Handle OMT logistics operational & collection processes**
  - Collaborate with internal departments and units to launch logistics cycle
  - Prepare the related tools to be delivered; arrange & follow up on daily routes
  - Receive, verify & sort documents
  - Ensure that quality assurance checks on collected documents are completed and maintained

- **Update and modify stock inventories**
  - Prepare stock for distribution

- **Be responsible of Reporting process**
  - Report and notify Supervisor on critical cases that require action

- **Perform any task in line with his/her competencies, in the department, as required by the management and according to department’s/ company’s objectives.**

**JOB LOCATION(S):**

City: Beirut Country: Lebanon

**DEGREE:**

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

**MAJOR/ EMPHASIS:** Business Administration, Transport & Logistics or documentation

**WORK EXPERIENCE:** 0 to 1 year of experience in administration, logistics or quality control

**SKILLS:**

- **Languages Skills:** X English X Arabic French Other:
- **Computer Skills:** knowledge in Microsoft Office, especially in Excel
- **Other Skills:**
  - Detail Orientation
  - Stock management
  - Quality assurance
  - Organizational skills
  - Communication & listening skills
  - Initiative
Reporting Lines:
- Reports to: Logistics Supervisor

Company Core values:
- **Team Spirit**: working co-operatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.
- **Results Orientation**: the ability to focus on the desired result of one's own or one's unit's work, focusing effort on the goals with concern for surpassing a standard of excellence and striving for improvement.
- **Respect**: value the person independently from position, gender or race.
- **Integrity**: contribute to maintaining the integrity of the organization, display high standards of ethical conduct and understand the impact of violating these standards on an organization, self, and others.
- **Customer Orientation**: desire to identify and serve customers/clients, who may include the public, colleagues, partners, co-workers, peers and other organizations. Focusing one’s efforts on discovering and meeting the needs of the customer/client needs.

**SALARY**
Basic Salary Range:
Other benefits include:
- □ Accommodation  X Health Insurance  □ Return Ticket  ☒ Bonus
- □ Laptop  □ Mobile Phone  X Children’s Education  X Transportation
- □ Lebanese NSSF  □ None

**WORKING DAYS:**
**WORKING HOURS:** Flexibility in working hours is needed, covering 48 hours per week

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: 300514-2

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:

**Dr. Maryam Ghandour**

*American University of Beirut  
Career and Placement Services  
West Hall, Room 112 E  
P.O. Box 11-0236 Riad El Solh*
The job vacancies are for AUB students and alumni ONLY.