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.

**JOB VACANCY FORM**

- Full-time  
- Part-time  
- Summer-Job  
- Internship

**Job Title:** Audio Visual Technician /Operator

**Application Deadline:**

**Reference Number:** 011113-6

**Firm Description**

**TYPE:**  
- Local  
- Regional  
- Multinational

**INDUSTRIAL SECTOR:** MEDIA

**BRIEF FIRM PROFILE/DESCRIPTION:** OUR CORE OF BUSINESS IS TO PROVIDE SUBTITLING, CONTENT DISTRIBUTION, DOCUMENT TRANSLATION, MEDIA LIBRARY CONVERSION, DUBBING SERVICES…ETC.

**Job Description**

**BRIEF JOB DESCRIPTION:** Works on prioritizing needs, attending technical and functional problems, Notify supervisors when major equipment repairs are needed, Monitor processes, performing administrative activities such as day-to-day administrative tasks, maintaining information files and processing paperwork.

**JOB LOCATION(S):**

City: JDEIDEH  
Country: LEBANON

**DEGREE:**

- Bachelor
- Master
- Doctoral Degree
- Undergraduate Student/ Degree not Necessary
- Teaching Diploma
MAJOR/ EMPHASIS: Business, Audio Visual Technician

WORK EXPERIENCE: 1-2 years of relevant work experience

SKILLS:
Languages Skills: X English  X Arabic  □ French  □ Other:
Computer Skills: General Internet/computer proficiency: Search engines, Windows, Microsoft Office, knowledge using editing software (Adobe premiere / or AVID / Photoshop)
Other Skills: Must be creative and flexible with strong communication skills,

SALARY
Basic Salary Range: 1000$
Other benefits include:
□ Accommodation □ Health Insurance □ Return Ticket □ Bonus
□ Laptop □ Mobile Phone □ Children’s Education □ Transportation
X Lebanese NSSF  □ None

WORKING DAYS: MONDAY TO FRIDAY FROM 8:00AM TILL 5:30PM
SATURDAY FROM 8:00AM TILL 1:30PM

WORKING HOURS: 9HRS

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: 011113-6

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.