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### JOB VACANCY FORM

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

**Job Title:** Marketing Coordinator

**Application Deadline:**

**Reference Number:** 011113-7

### Company Description

**TYPE:** × Local  □ Regional  □ Multinational

**INDUSTRIAL SECTOR:** MEDIA

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

### Job Description

**BRIEF JOB DESCRIPTION:**

- Work on the company’s e-presence (website, blog, social media, press contacts). Evaluate and present business opportunities, To develop new market by reaching to new clients, Manage accurate and timely market information related to opportunities, competition, changing trends and feed it back to CEO

**JOB LOCATION(S):**
City: JDEIDEH  Country: LEBANON

**DEGREE:**
× Bachelor  □ Master  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS: Business or any related major

WORK EXPERIENCE: 0-5 years

SKILLS:
Languages Skills: X English  X Arabic  □ French  Other:
Computer Skills: MS Office & Knowledge of Internet
• Other Skills: Proficient in social media and internet search engines, Good communication, planning and organizational 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 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: 011113-7

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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

American University of Beirut
Career and Placement Services
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Beirut 1107 2020, Lebanon
Tel: +961 1 350000 Ext: 3172
The job vacancies are for AUB students and alumni ONLY.