AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs

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JOB VACANCY FORM

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

Job Title:  Senior Writer / Editor

Application Deadline:  N/A

Reference Number: 051113-10

Company Description

TYPE:  □ Local  □ Regional  X Multinational

INDUSTRIAL SECTOR: Events Services

BRIEF FIRM PROFILE/ DESCRIPTION:
We are the Middle East’s Leading Event Organizer. Operating in Lebanon, the Kingdom of Saudi Arabia (Riyadh), Qatar (Doha), UAE (Dubai) and Iraq (Erbil), our international network stretches also to Asia, Africa, Europe and North America. We offer the products and services the modern world needs to do business, achieving market leadership and operating excellence.

Our trade shows and events have proved to be an engine of growth to Middle Eastern economies by creating stimulating environments, opportunities and channels for companies to showcase, promote, and sell their products and services to their clients while transferring knowledge and expertise.


Job Description

BRIEF JOB DESCRIPTION:
Based on project briefs and market info, the Writer/Editor will be working closely with the creative team to produce and deliver sales and marketing materials including website, brochures, sales campaigns, preview articles, press releases etc.
JOB LOCATION(S):
City: Beirut Country: Lebanon

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

MAJOR/ EMPHASIS: Journalism – Business – Political Sciences

WORK EXPERIENCE: 5-7 years in business writing

SKILLS:
Languages Skills: X English X Arabic □ French □ Other:
Computer Skills: Microsoft Office
Other Skills: Research and Analytical skills, excellent writing and editing skills, native level English speaker.

SALARY
Basic Salary Range: 1500 $ – 2000 $
Other benefits include:
□ Accommodation X Health Insurance □ Return Ticket X Bonus
□ Laptop □ Mobile Phone □ Children’s Education X Transportation
X Lebanese NSSF □ None

WORKING DAYS: MONDAY TO FRIDAY

WORKING HOURS: 8:30 A.M. – 5:30 P.M.

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: 051113-10

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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
The job vacancies are for AUB students and alumni ONLY.