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**

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

**Job Title:** Marketing Executive

**Application Deadline:** N/A

**Reference Number:** 051113-3

**Company Description**

**TYPE:** X Local ☐ Regional ☐ Multinational

**INDUSTRIAL SECTOR:** Information Technology

**BRIEF FIRM PROFILE/DESCRIPTION:** We offer IT solutions such as System Integration, ERP implementations, and build to order software for both the private & the public sectors

**Job Description**

**BRIEF JOB DESCRIPTION:**

- Analyzing the market, including competitors and consumers
- Executing marketing strategies and campaigns
- Monitoring and arranging the distribution of promotional materials
- Monitoring and coordinating the production of promotional materials
- Overseeing and implementing product distribution
- Attending and organizing sales promotional events and exhibitions
- Coordinating with and reporting to managers to carry out campaigns
- Acting as liaisons between the media, suppliers, and clients
- Ability to think outside the box and be creative
- Effective organizational skills
- Ability to plan and formulate strategies
JOB LOCATION(S): Hamra
City: Beirut
Country: Lebanon

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

MAJOR/ EMPHASIS: Business Administration or equivalent

WORK EXPERIENCE: 1-2 year

SKILLS:
Languages Skills: X English  □ Arabic  □ French  Other:
Computer Skills: Microsoft Office
Other Skills:

SALARY
Basic Salary Range: Depending on knowledge and Expertise
Other benefits include:
□ Accommodation  □ Health Insurance  □ Return Ticket  □ Bonus
□ Laptop  □ Mobile Phone  □ Children’s Education  X Transportation
X Lebanese NSSF  □ None

WORKING DAYS: MONDAY – FRIDAY

WORKING HOURS: 8:00 – 17:00 (1 HR LUNCH BREAK)

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: 051113-3

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 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 115
P.O. Box 11-0236 Riad El Solh
Beirut 1107 2020, Lebanon
Tel: +961 1 350000 Ext: 3172
The job vacancies are for AUB students and alumni ONLY.