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:** Researcher/Senior Researcher

**Application Deadline:** N/A

**Reference Number:** 051113-35

**Company Description**

- **TYPE:** ☐ Local □ Regional

- **INDUSTRIAL SECTOR:** Executive Search

**BRIEF FIRM PROFILE/DESCRIPTION:**
A leading provider of high quality executive search services since 1989. We specialize in identifying, qualifying, and introducing talented executives for leadership positions with leading organizations in the Middle East Region.

**Job Description**

**BRIEF JOB DESCRIPTION:**

1. Learn and perform research activities and task efficiently and effectively:
   - Gain strong understanding of search assignments & elements of Search Strategy relevant to research such as position objectives, industry sector(s) & experience, required candidates’ skills, competencies and qualification criteria.
   - Perform research to identify target companies and candidates
   - Contact candidates for position presentation and evaluation of their congruence.
   - Document and report findings following process and procedure (OBP) and adhering to schedule and time targets.

2. Assure data management and housekeeping as directed and in compliance with the company operation business processes. Assure integrity of data and information acquired during the search performance.
About our firm:

- Our firm is pioneer and leader in high quality executive search since 1989 in Saudi Arabia, UAE, the Arabian Gulf and the Middle East with offices in Dubai UAE and Beirut Lebanon.

- Our mission is to search for, identify, qualify, develop, motivate and introduce talented executives and professionals for leadership executive placement in quality business institutions based on our effective research and candidate development capability.

- In addition, our firm’s track record of success with regional groups, local, international and multinational companies underscores our capability in serving clients in Saudi Arabia, UAE, Qatar and Arabian Gulf region for leadership executive searches targeting both Arab and none Arab candidates.

- We are members of the Association of Executive Search Consultants (AESC) and conduct our searches according to the internationally acceptable standards of performance as specified by AESC.

- Our employees benefit from continuous on-the-job training and from participation in training programs and conferences at a global level. We are seeking candidates who are interested in building a career in Executive Search Consulting and who in turn are seeking career development and long term employment commitment.

**JOB LOCATION(S):**

City: Beirut  
Country: Lebanon

**DEGREE:**

- x Bachelor  
- x Master  
- □ Doctoral Degree  
- □ Undergraduate Student/ Degree not Necessary  
- □ Teaching Diploma

**MAJOR/ EMPHASIS:** Open with preference to:

- Behavioral Sciences  
- Economics  
- Business Administration

**WORK EXPERIENCE:** At least 2 years work experience with a developed company.

**SKILLS:**

Languages Skills:  
- x English  
- x Arabic  
- □ French  
- Other:

- Computer skills Good command of computer office and database applications.
- Technical skills
  - Research skills
  - Writing & oral communication skills in English
  - Knowledge base & tools (database management)

- Others: Required competencies:
  - Team work
  - Analytical thinking
Resourceful / Creative
Planning & Monitoring
Presentation skills
Inquisitive / Persistent
Time management

**SALARY**
**Basic Salary Range:** Competitive with strong prospects for career growth and development.

Other benefits include:
- Accommodation
- Health Insurance
- Return Ticket
- Bonus
- Laptop
- Mobile Phone
- Children’s Education
- Transportation
- Lebanese NSSF
- None

**WORKING DAYS:** MONDAY TILL FRIDAY

**WORKING HOURS:** From 8:00 a.m. to 5:30 p.m. ½ hour lunch.

**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: 051113-35

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.