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## JOB VACANCY FORM

<table>
<thead>
<tr>
<th>Full-time</th>
<th>x Part-time</th>
<th>□ Summer-Job</th>
<th>□ Internship</th>
</tr>
</thead>
</table>

**Job Title:** Marketing Executive

**Application Deadline:** N/A

**Reference Number:** 051113-4

### Company Description

**TYPE:** X Local □ Regional □ Multinational

**INDUSTRIAL SECTOR:** Information Technology

**BRIEF FIRM PROFILE/DI SCRIPTION:** 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:
✓ 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: 051113-4

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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
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Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
The job vacancies are for AUB students and alumni ONLY.