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**JOB VACANCY FORM**

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

**Job Title:** Recruitment Officer

**Application Deadline:** NA

**Reference Number:** 061113-5

**Company Description**

**TYPE:** □ Local  ☒ Regional  ☐ Multinational

**INDUSTRIAL SECTOR:** Information Technology

**BRIEF FIRM PROFILE/DESCRIPTION:** Holding of 23 companies that provides products and consultancy related to the IT business.

**Job Description**

**BRIEF JOB DESCRIPTION:**

1- Searches for candidates on search engines.
2- Calls candidates for first screening.
3- Schedules appointments for interviews.
4- Handles job postings on various websites.
5- Sends all vacancies to universities.
6- Enters walk in CVs data on the HR system.
7- Works on recruitment reports as requested by the Head of Recruitment.
8- Handles the preparation of job fairs and attends them.

**JOB LOCATION(S):**
City: Beirut- Corniche el Nahr  
Country: Lebanon
DEGREE:  
X Bachelor  □ Master  □ Doctoral Degree  
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS: Business/HR

WORK EXPERIENCE: 0 to 1 year in recruitment

SKILLS:
Languages Skills: X English  □ Arabic  X French  Other:
Computer Skills: Word- Excel- Powerpoint
Other Skills: Communication skills- Organisation skills-

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

WORKING DAYS: FROM MONDAY TO FRIDAY

WORKING HOURS: FROM 8H TO 5HPM

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: 061113-5

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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

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Career and Placement Services  
West Hall, Room 112 E  
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Beirut 1107 2020, Lebanon  
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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.