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**JOB VACANCY FORM**

X Full-time (9 months contract)  □ Part-time  □ Summer-Job  □ Internship

**Job Title:** Accountant

**Application Deadline:** One month

**Reference Number:** 061113-9

**Company Description**

Department: Office of the Comptroller

TYPE: X Local  □ Regional  □ Multinational

INDUSTRIAL SECTOR: Higher Education

**Job Description**

BRIEF JOB DESCRIPTION:
Perform basic accounting tasks and analysis in different departments of the Comptroller’s Office

**JOB LOCATION(S):**
City: Beirut  Country: Lebanon

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

**MAJOR/ EMPHASIS:** University Degree in the field of Business Administration/Accounting & Finance

**WORK EXPERIENCE:** 0-1 year
SKILLS:
Languages Skills: ☑ English  ☑ Arabic  ☐ French  ☐ Other:
Computer Skills: Microsoft Office
Other Skills: High communication and problem solving skills; works well under pressure; has a strong work ethic.

SALARY
Basic Salary Range: $800-$1,000
Other benefits include:
☐ Accommodation  ☐ Health Insurance  ☐ Return Ticket  ☐ Bonus
☐ Laptop  ☐ Mobile Phone  ☐ Children’s Education  ☑ Transportation
 ☑ Lebanese NSSF  ☐ None

WORKING DAYS: MONDAY - FRIDAY

WORKING HOURS: 8:00 AM – 5:00PM

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: 061113-9

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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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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.