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](http://tinyurl.com/CPSunsubscribe) and fill the necessary information.

**JOB VACANCY FORM**

| x Full-time | □ Part-time | □ Summer-Job | □ Internship |

**Job Title:** Administration Assistant  

**Application Deadline:**

**Reference Number:** 071113-6

**Company Description**

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

**INDUSTRIAL SECTOR:** NGO

**Job Description**

**BRIEF JOB DESCRIPTION:**

**Administration:**

- Order, dispatch, keep record and follow up Beirut Stationeries stock
- Assist in making travel arrangements, booking of flights, and hotel accommodation for our staff and visitors.
- Responsible to order and follow up External transportation requests, settle payments
- Assist in submission of Residency Permit applications for International Staff
- Follow up on MTC Phone lines and detailed bills
- Activate and cancel/ Follow up Urgent news SMS service for our Lebanon phones.
- Assist in following up trainings and workshops (Arrival of guests, transportation, accommodation, food, ad hoc requests, departure of guests, payments etc)
- Filling hard and soft copies of the Administration Department
- Focal point for Printing companies (Communicate, orders, delivery …)
- Attend meetings on request to take down minutes and be capable of editing, typing and circulation to participants concerned.

**Logistics:**

- To support in issuing requisitions, order, distribute (stationeries, office supplies, kitchen supplies, maintenance for Beirut office …)
- To support in request quotations, receive offers, and prepare bid comparison to identify suppliers when needed for the Admin Department
Fulfill any other related tasks that may be assigned by the FAM / Admin-HR Coordinator or the Country Director.

**Supervisees:**
Supervise the work of the Office Keepers.

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

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

**MAJOR/ EMPHASIS:** Business Administration

- **WORK EXPERIENCE:** Minimum of 1 year of relevant work experience

**SKILLS:**
Languages Skills:  English  Arabic  □ French  Other:

Computer Skills:

**Other Skills:**
Knowledge, Skills & Personal Attributes
- Good communication and interpersonal skills
- Strong organizational and team working skills
- Good cultural awareness and sensitivity
- Highly approachable, trustworthy and confidential
- Very Good English Language level
- Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
- A strong administrative service orientation
- Good individual counseling, conflict resolution and problem solving skills
- Good computer application skills in Microsoft Excel, Word, PowerPoint, database and network communications.
- Ability to work independently whenever required

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

**WORKING DAYS:**

**WORKING HOURS:**
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: **071113-6**

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.