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**JOB VACANCY FORM**

X Full-time  □ Part-time  □ Summer-Job  □ Internship

**Job Title:** Operations officer

**Application Deadline:** December 2013

**Reference Number:** 081113-5

**Company Description**

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

**INDUSTRIAL SECTOR:**

**BRIEF FIRM PROFILE/DESCRIPTION:** A Business Organization in Beirut

**Job Description**

**BRIEF JOB DESCRIPTION:** Operations officer in a main service at the organisation

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

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

**MAJOR/EMPHASIS:** BA/MBA

**WORK EXPERIENCE:** 2-5 years

**SKILLS:**
Languages Skills: X English  X Arabic  French  Other:
Computer Skills: Microsoft office, database management
Other Skills: Verbal communication, strong personality, ability to work under pressure

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

WORKING DAYS: MONDAY-SATURDAY

WORKING HOURS: 8H.AM-3.30 H. PM

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: 08113-5

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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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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.