AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
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JOB VACANCY FORM

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

Job Title: MARKETING & COMMUNICATIONS MANAGER

Reference Number: 081113-9

Company Description

TYPE: □ Local X Regional □ Multinational

INDUSTRIAL SECTOR: LEGAL

BRIEF FIRM PROFILE/DESCRIPTION:

Our company was founded over seventy years ago and today is a leading intellectual property firm with offices across the Middle East and North Africa. We are active in all areas of registration, prosecution and enforcement of intellectual property rights and provide the full range of legal and paralegal services.

Job Description

BRIEF JOB DESCRIPTION:

Responsible for planning, development and implementation of all of the Firm's marketing strategies, marketing communications, and public relations activities, both internal and external. Local and oversees development and implementation of support materials and services for clients and potential clients in the area of marketing, communications and public relations. Directs the efforts of the marketing, communications and public relations staff and coordinates at the strategic and tactical levels with the other functions of the Firm.

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

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

MAJOR/ EMPHASIS:
Marketing / Communications

WORK EXPERIENCE:
5 years

SKILLS:
Languages Skills: X English   X Arabic   □ French   Other:
Computer Skills: Good knowledge of Microsoft Office
Other Skills: Keen on details, excellent organizational and time management skills and effective presentation and communication skills.

SALARY
Basic Salary Range: USD 2,500-3,000
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-Friday & Every Other Saturday

WORKING HOURS: Monday-Friday 8 AM-4:30 PM & SATURDAY 8 AM-1 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: 081113-8

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 WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:
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The job vacancies are for AUB students and alumni ONLY.