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**JOB VACANCY FORM**

**Job Title:** Sales Officer-Representative  

**Application Deadline:** 31/1/2014  

**Reference Number:** 111113-1  

**Company Description**

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

**INDUSTRIAL SECTOR:** Service sector - Rent a Car  

**BRIEF FIRM PROFILE/DESCRIPTION:** We are one of the leading rental car agencies in Lebanon. We’re operating since 1994. We rent, lease, and maintain cars keeping the driver in mind first.

**Job Description**

**BRIEF JOB DESCRIPTION:** Leasing cars – Daily contact customers (By mail / phone/ presentations or direct visits) – Managing company social media website  

**JOB LOCATION(S):** Sami Solh steeet - Badaro  
City: Beirut  Country: Lebanon  

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

**MAJOR/ EMPHASIS:** Business  

**WORK EXPERIENCE:** Not mandatory, but experience is a plus  

**SKILLS:**  
Languages Skills: X English  X Arabic  □ French  Other:
Computer Skills: Microsoft Office
Other Skills: French is a plus

SALARY
Basic Salary Range: 800 – 1000 $
Other benefits include: Company car
☐ Accommodation ☐ Health Insurance ☐ Return Ticket ☐ Bonus
☐ Laptop X Mobile Phone X Children’s Education X Transportation
X Lebanese NSSF ☐ None

WORKING DAYS: MONDAY TO FRIDAY

WORKING HOURS: 8 AM TILL 5:30 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: 111113-1

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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.