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**JOB VACANCY FORM**

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

**Job Title:** Disaster Management Assistant (Female for logistics reasons)

**Application Deadline:**

**Reference Number:** 11113-11

**Company Description**

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

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM PROFILE/DESCRIPTION**

**Job Description**

**BRIEF JOB DESCRIPTION:**

- Solve problems during crises.
- Handle work pressure and obstacles.

**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:** BBA

**WORK EXPERIENCE:** atleast 1 year.

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

Computer Skills:  Windows, MS office (word, excel).

Other Skills: handle work confidentially
Good communication and leadership skills

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: 111113-11

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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.