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.

**JOB VACANCY FORM**

<table>
<thead>
<tr>
<th>Full-time</th>
<th>Part-time</th>
<th>Summer-Job</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Job Title:** Assistant Director of Administration and Finance in the Emergency Ambulance Department

Application Deadline:

Reference Number: 111113-12

**Company Description**

**TYPE:** Local

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM PROFILE/DESCRIPTION**

**Job Description**

**BRIEF JOB DESCRIPTION:**

- Mastering the assets and the accounting standards
- Daily communication with the main center and ambulance management in hazmih
- The ability to show up for the extra hours out of our working (ex: holiday, weekends)

**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 in Management (accounting, finance is a plus).

**WORK EXPERIENCE:** at least 5 years.
SKILLS:
Languages Skills: X English  X Arabic  □ French  Other:
Computer Skills: EXCEL
Leadership skills
Professional reports writing
Commitments to principles
Decision making 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: 11113-12

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.