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**JOB VACANCY FORM**

**Job Title:** ACCOUNT EXECUTIVE IRAQ

**Application Deadline:**

**Reference Number:** 111113-13

**Company Description**

**TYPE:** □ Local  X Regional  Multinational

**INDUSTRIAL SECTOR:** Advertising

**BRIEF FIRM PROFILE/DESCRIPTION**

**Job Description**

**BRIEF JOB DESCRIPTION:**

**JOB PURPOSE**

• Promote the sales activities and company’s networks.
• Take part in achieving the company’s sales targets, by obtaining new potential customers and retaining existing clients
• Manage and ensure the quality and consistency of the delivery of service, fulfill customer satisfaction and campaign follow up.

**MAIN TASKS**

• Research for potential clients in the various sectors.
• Present and sell company products and services to current and potential clients.
• Prepare presentations, proposals of the selected network, number of panels, date of the campaign and cost.
• Prepare and ensure detailed correspondence of minutes of meetings related to the decisions taken.
• Establish and maintain current client and potential client relationships.
• Identify and resolve client concerns, and monitor competitors.
• Keep a detailed correspondence of agencies and clients and minutes of meeting regarding the decisions taken.
• Accompany clients to visit panels on site when needed.
• Follow up on the Booking Orders more specifically the sales conditions, campaign duration and payment conditions.
• Update the booking grid on a daily basis according to booking orders, and liaise with the Sales Manager.
• Prepare media plans based on client needs and requirements.

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

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

**MAJOR/ EMPHASIS:** Marketing, Management, Communication or Public Relations

**WORK EXPERIENCE:** Minimum 2 years experience in a related field

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

Computer Skills: Computer literate with knowledge of MS word, excel, Outlook and PowerPoint

Other Skills:
• Motorized, holding of a driving license.
• Strong communication and interpersonal skills
• Strong negotiation skills
• Good problem solving skills.
• Customer oriented.
• Team Player

**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:**

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**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: 111113-13

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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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The job vacancies are for AUB students and alumni ONLY.