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**JOB VACANCY FORM**

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<th>Full-time</th>
<th>Part-time</th>
<th>Summer-Job</th>
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**Job Title:** Marketing and Sales

**Application Deadline:** Valid for two months.

**Reference Number:** 111113-15

**Company Description**

**TYPE:** X Local | Regional | Multinational

**INDUSTRIAL SECTOR:** Marketing, PR and Advertising

**BRIEF FIRM PROFILE/DESCRIPTION:** Providing advertising, marketing services and events. Promoting an international and local benefit card which establishes remarkable discounts.

**Job Description**

**BRIEF JOB DESCRIPTION:**

- Discover new clients and contacts.
- Follow up on potential customer and details
- Prepare and assist sales offers proposals and sales contracts.
- Translate strategic aims into practical implementation and a pragmatic hands-on approach with a clear understanding of the need to deliver.
- Progress and develop a strong internal sales team to deliver excellent customer service and efficient sales order processing to maximize profitable sales and grow market share.
- Design and agree effective measures to evaluate the progress and success of the sales and marketing programs by month, quarter and year.
- Ensure that all budgetary sales and profitability targets are delivered at agreed levels and built into the sales and marketing programs.
- Ensure the full portfolio and combinations of products are addressed, sustaining and developing new accounts in the public sector and corporate enterprises.
• Take an active and hands-on lead, in coordinating large scale opportunities, conducting meetings and presenting to key clients.
• Confidence to present a tailored presentation to potential client team by effectively using a range of presentation skills i.e. body language, voice tone etc.
• Proven experience of formulating and delivering successful marketing campaigns and delivering stretching sales targets.
• Excellent communication skills, oral & written.
• Computer literate with good understanding of MS Office.
• **A car is a must**

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

**DEGREE:**

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

**MAJOR/ EMPHASIS:** BS Marketing and Sales

**WORK EXPERIENCE:** 0-2 years

**SKILLS:**
Languages Skills: **X** English **X** Arabic □ French Other:
Computer Skills: Microsoft office
Other Skills:

**SALARY**
Basic Salary Range: $800-$1000
Other benefits include:

- □ Accommodation
- □ Health Insurance
- □ Return Ticket
- **X** Bonus
- □ Laptop
- □ Mobile Phone
- □ Children’s Education
- □ Transportation
- **X** Lebanese NSSF
- □ None

**WORKING DAYS:** MONDAY TO SATURDAY

**WORKING HOURS:** 8:30AM TO 5:30PM

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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:

**ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.**

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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.