American University of Beirut
Career and Placement Services
Student Affairs
http://www.aub.edu.lb/sao/cps/Pages/index.aspx

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**JOB VACANCY FORM**

**Job Title:** Operations Officer

**Application Deadline:** NA

**Reference Number:** 121113-4

**Company Description**

**TYPE:** □ Local    x Regional    □ Multinational

**INDUSTRIAL SECTOR:** Printing/Publishing/Media/Architecture & Consultancy/Sports & Leisure

**Job Description**

**BRIEF JOB DESCRIPTION:**

Needed an Operations Officer for one of our entities Garnet Education:

- Direct and coordinate activities of Garnet Education concerned with the logistics, sales, or distribution of products.
- Supervise day-to-day operations at the office.
- Follow up on logistics process (receiving of books).
- Follow up on Ministry of Education’s inquiries.
- Follow up on the implementation of contract with the Ministry.
- Organize training sessions for Ministry representatives and teachers.
- Manage staff, and assign specific duties.

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

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

MAJOR/ EMPHASIS:  BA in Business Administration/Education/PR
WORK EXPERIENCE:  3-4 years

SKILLS:
Languages Skills:  x English       x Arabic       □ French       Other:
Computer Skills:
Other Skills:
-  Good communication & negotiation skills.
-  Planning & organizing skills.
-  Time Management & detail oriented skills.

SALARY
Basic Salary Range:
Other benefits include:
x Accommodation   x Health Insurance  x Return Ticket  □ Bonus
x Laptop         x Mobile Phone     □ Children’s Education  x Transportation
x Lebanese NSSF  □ None

WORKING DAYS: MON - FRI

WORKING HOURS: 8:00 – 5:30

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: 121113-4

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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
American University of Beirut
Career and Placement Services
Student Affairs
West Hall, Room 112 E
Tel/Fax (Direct line): +961 1 744 488
Tel: +961 1 350000/374444 Ext: 3172
E-mail: mg03@aub.edu.lb
The job vacancies are for AUB students and alumni ONLY.