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**JOB VACANCY FORM**

- **Full-time** ☑️  □ Part-time  □ Summer-Job  □ Internship

**Job Title:**  Sales Manager – IMS Department

**Application Deadline:** NA

**Reference Number:** 181113-7

**Company Description**

**TYPE:**  □ Local  ☑️ Regional  □ Multinational

**INDUSTRIAL SECTOR:** Event Organizer

**BRIEF FIRM PROFILE/DESCRIPTION:**

Our Company is the Middle East’s Leading Event Organizer. Operating in Lebanon, the Kingdom of Saudi Arabia (Riyadh), Qatar (Doha), UAE (Dubai) and Iraq (Erbil and Baghdad), our company's international network stretches also to Asia, Africa, Europe and North America. Our Company Group offers the products and services the modern world needs to do business, achieving market leadership, and operating excellence. Our trade shows and events have proved to be an engine of growth to Middle Eastern economies by creating stimulating environments, opportunities and channels for companies to showcase, promote, and sell their products and services to their clients while transferring knowledge and expertise. The B2B and B2C events cover various business sectors from Construction to Energy and Oil &Gas, Environmental Technologies, Agriculture and Food Products, Plastics & Petrochemicals, Printing & Packaging, Medical Care, Hospitality, Luxury Boats & Yachts, Education, General Trade, Sports and Motor Vehicles and Motorcycles.

**Job Description**

**BRIEF JOB DESCRIPTION:**

The Sales Manager is responsible for the continuous growth of the events business revenues. The customers of the events business being the international exhibitors, he/she puts all his/her potential to acquire new exhibitors, penetrate existing exhibitors with new offerings and retain existing exhibitors.

**JOB LOCATION(S):**

City: Hazmieh  Country: Lebanon
DEGREE:
X Bachelor X Master □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: Business, Public Relations or other.

WORK EXPERIENCE: Minimum 7 years in a similar role

SKILLS:
Languages Skills:
X English X Arabic □ French X Other: Any other language is a major plus.

Computer Skills: Proficiency in MS Office

Other Skills: Outgoing, charismatic, self-confident and influencing personality.
Proven PR career record with international exposure.
Ability to communicate with high degrees of ethics and to convey interest at strategic levels with public figures (ambassadors, diplomats, commercial attaches,…etc)
Ability to work under pressure, to bear frequent travels, to meet deadlines, creative and solving attitude.
Excellent writing skills: conveying, unbiased and made with respect to different cultures.

SALARY
Basic Salary Range: 3,000 – 5,000 USD

Other benefits include:
□ Accommodation X Health Insurance □ Return Ticket X Bonus
□ Laptop □ Mobile Phone X Children’s Education
X Transportation X Lebanese NSSF □ None

WORKING DAYS: MONDAY TO FRIDAY
WORKING HOURS: FROM 8.30 AM – 5.30 PM

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: 181113-7

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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
The job vacancies are for AUB students and alumni ONLY.