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**JOB VACANCY FORM**

X Full-time ☐ Part-time ☐ Summer-Job ☐ Internship

**Job Title:** Group Procurement Supervisor

**Application Deadline:** 29/11/2013

**Reference Number:** 191113-6

**Company Description**

**TYPE:** ☐ Local X Regional ☐ Multinational

**INDUSTRIAL SECTOR:** Telecom

**BRIEF FIRM PROFILE/DESCRIPTION:** a provider of telecoms infrastructure solutions in Africa

**Job Description**

**BRIEF JOB DESCRIPTION:** The Group Procurement Supervisor keeps a good database of suppliers with their respective prices and payment terms. He/she shall get in touch with the suppliers to negotiate and get a quotation, issue the PO and ensure the goods are delivered to the requesting party.

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

**DEGREE:**
X BS X BA ☐ BE ☐ BBA
☐ MS ☐ MA ☐ ME ☐ MBA ☐ MPH
☐ PhD ☐ Any Degree ☐ TD ☐ Undergraduate Student/ Degree not Necessary

**MAJOR/EMPHASIS:** Business Administration
WORK EXPERIENCE: 2 to 3 years experience in Procurement and Logistics

SKILLS:
Languages Skills: X English  X Arabic  X French  Other:
Computer Skills: Microsoft Office, Internet
Other Skills: Mastering Presentation skills

SALARY
Basic Salary Range: $1,000 - $1,300
Other benefits include:

- Accommodation
- Health Insurance
- Return Ticket
- Laptop
- Mobile Phone
- Lebanese NSSF
- None

WORKING DAYS: 5 DAYS PER WEEK

WORKING HOURS: 8 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: 191113-6

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME 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 115
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://staff.aub.edu.lb/~websao/cps/index.html

The job vacancies are for AUB students and alumni ONLY.