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**JOB VACANCY FORM**

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

**Job Title:**  Human Resources - Graduate Development Program – GCC

**Application Deadline:**

**Reference Number:**  201113-11

**Company Description**

**TYPE:**  □ Local  □ Regional  X Multinational

**INDUSTRIAL SECTOR:**  FMCG

**BRIEF FIRM PROFILE/DESCRIPTION:**

**Job Description**

**BRIEF JOB DESCRIPTION:**

- Provide overall administrative support to the Human Resources GCC in order to facilitate the smooth running of day-to-day Human Resources administrative activities.
- To assist in the Employer branding activities to ensure the company is reflected as an Employer of Choice and strengthens us – (e.g. Career Fairs and the Innovation Challenge).
- To assist Organization Development Function for learning management, training analyses and employee orientation programs.
- Be responsible for assisting in Human Resources Operations activities i.e.; on boarding of new employees, tracking probationary periods, offer letter preparation, circulation of internal announcements, and coordinating the visa enquiries for new hires.
- To assist Compensation & Benefit function by providing general support to all employees on Compensation & Benefit related questions, through understanding the services, programs compensation plans/systems.
- Proactively work towards ensuring the best Human Resources service for the purpose of constantly reflecting the corporate brand to improve Employer Branding, Learning & Development, Recruitment, Compensation & Benefit, and Human Resources Operations within GCC.
- To assist in the Corporate Social responsibility programs, such as the MIT (Make an Impact on Tomorrow) program.
JOB LOCATION(S):
City: Dubai Country: UAE

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

MAJOR/ EMPHASIS: Bachelor's degree in Business Administration, Human Resources or related discipline from a reputable university.

WORK EXPERIENCE: 0-2 year of work experience (Human Resources related preferred).

SKILLS:
Languages Skills: X English X Arabic □ French Other:
Computer Skills:
Other Skills:
- Strong analytical skills.
- Ability to work well under pressure.
- Excellent communication, presentation, and Time management skills.
- Flexible and can easily adapt, passionate, and pro-active person.
- Excellent MS Office (Word, PowerPoint, Excel) skills.
- Fluent English & Arabic Language Skills (verbal and written).

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:

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: 201113-11

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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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*Career and Placement Services*
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*E-mail: mg03@aub.edu.lb*
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The job vacancies are for AUB students and alumni ONLY.