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### JOB VACANCY FORM

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

**Job Title:** Customer Service

**Application Deadline:**

**Reference Number:** 201113-6

### Company Description

**TYPE:** X Local ☐ Regional Multinational

**INDUSTRIAL SECTOR:** Food and beverage

**BRIEF FIRM PROFILE/DESCRIPTION**

### Job Description

**BRIEF JOB DESCRIPTION:**

will correspond with suppliers in Europe and customers in Lebanon and throughout the Middle East regarding requests for offers, processing of orders and customer complaints. The correspondence is in English using all means of communications such as: telephone, fax, and email.

**JOB LOCATION(S):**

City: Choueifat Country: Lebanon

**DEGREE:**

X Bachelor ☐ Master is a plus ☐ Doctoral Degree

☐ Undergraduate Student/ Degree not Necessary ☐ Teaching Diploma

**MAJOR/EMPHASIS:** Business Administration or other related Arts and Sciences major
WORK EXPERIENCE: any experience in dealing with customers is a plus

SKILLS:
Languages Skills: X English  X Arabic  □ French  Other:

Computer Skills: Typing Arabic is a plus

Other Skills: good communication skills, strong personality

SALARY
Basic Salary Range: Depending on the degree and experience
Other benefits include:
□ Accommodation  □ Health Insurance  □ Return Ticket  □ Bonus
□ Laptop  □ Mobile Phone  □ Children’s Education  □ Transportation
□ Lebanese NSSF  □ None

WORKING DAYS: Mon. to Fri.

WORKING HOURS: (9am to 5pm), Sat. (9am to 1pm)

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: 201113-6

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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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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.