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**JOBS VACANCY FORM**

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

**Job Title:** Logistics Assistant

**Application Deadline:**

**Reference Number:** 211113-7

**Company Description**

**TYPE:** ☐ Local ☐ Regional ☑ Multinational

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM PROFILE/DESCRIPTION**

**Job Description**

**BRIEF JOB DESCRIPTION:**

Support Logistics Officer and facilitate transportation, procurement of goods and services, maintenance of equipment and premises.

**Transportation**

- To ensure efficient use of NRC vehicles, avoiding single person journeys and unnecessary movements, through careful planning and facilitation of effective communication between staff in need of transportation
- To be responsible for the movements request board
- To ensure that vehicles are safe, clean and with sufficiently fueled
- To keep accurate records (logbooks) of all car movements including fuel consumption, distances, project allocation and driver names.
- To continually monitor fuel consumption and distances travelled, and report regularly to the management on the same.
- To perform driver duties when there is shortage of drivers and/or when requested by management
Procurement
- To review all Purchase Requests (PR) generated from the team, ensuring that they are processed in compliance with NRC Logistics (procurement) handbook and the standard operating procedures.
- To regularly monitor quality and cost of services provided by suppliers, in particular long-term suppliers.

Office
- To ensure efficient maintenance and upkeep the office, provision of internet, electricity and water etc.
- Support to keep inventory of all equipment and ensure its regular update
- To monitor the consumption records of all stationary and consumables such as printer cartridges, paper, pens, folders, coffee, drinking water, cleaning products etc.

Asset Management
- Update the assets register for the office and generate monthly reports to Beirut office.
- Ensure all assets are tagged at time of entry to office and before dispatch and an up-to-date record of all assets and their movement is kept at all times.

Perform other related duties requested by the FAM and CD.

Supervisees:
Coordinate the works of the drivers and their daily movements.

**JOB LOCATION(S):**
City: Baalbek/Bekaa Country: Lebanon

**DEGREE:**
- Bachelor □ Master is a plus □ Doctoral Degree
- □ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

**MAJOR/ EMPHASIS:** Ordinary national diploma in relevant field

**WORK EXPERIENCE:** Minimum of 1 year of relevant work experience in a busy organization.

**SKILLS:**
Languages Skills: English Arabic □ French Other:
Computer Skills: IT skills

**Other Skills:**
- Good communication and interpersonal skills
- Strong organizational and team working skills
- Good cultural awareness and sensitivity
- Highly approachable, trustworthy and confidential
- Good negotiation skills in the field
- High degree of service mindedness
- Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
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: 211113-7

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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:

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The job vacancies are for AUB students and alumni ONLY.