If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: [http://tinyurl.com/CPSunsubscribe](http://tinyurl.com/CPSunsubscribe) and fill the necessary information.

### JOB VACANCY FORM

<table>
<thead>
<tr>
<th>Category</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Summer-Job</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Purchasing Agent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Deadline:</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Number:</td>
<td>261113-3</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

#### Company Description

- **TYPE:** Local
- **INDUSTRIAL SECTOR:** Hospitality

#### Job Description

**BRIEF JOB DESCRIPTION:** Within the Accounting Department

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

**DEGREE:**
- [✓] Bachelor  
- [ ] Master  
- [ ] Doctoral Degree  
- [ ] Undergraduate Student/ Degree not Necessary  
- [ ] Teaching Diploma

**MAJOR/ EMPHASIS:** Business Mgt, Banking & Finance, Economics

**WORK EXPERIENCE:** 2 yrs.+

**SKILLS:**
- Languages Skills: [✓] English  
- [✓] Arabic  
- [✓] French (is a plus)  
- Other:
  - Computer Skills: Microsoft Office. Precisely Excel
  - Other Skills:

**SALARY**
- Basic Salary Range: $900-$1,100
- Other benefits include:
WORKING DAYS: MON-SAT

WORKING HOURS: 8AM-5PM

How to Apply
If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink:
http://tinyurl.com/CPSunsubscribe and fill the necessary information.

Interested candidates may send their resume and cover letter by email to:
Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number:261113-3

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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Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.