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**JOB VACANCY FORM**

<table>
<thead>
<tr>
<th>x Full-time</th>
<th>□ Part-time</th>
<th>□ Summer-Job</th>
<th>□ Internship</th>
</tr>
</thead>
</table>

**Job Title:** Cost Controller

**Application Deadline:** NA

**Reference Number:** 261113-4

**Company Description**

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

**INDUSTRIAL SECTOR:** Hospitality

**Job Description**

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

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

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

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

**WORK EXPERIENCE:** 1-2 yrs.+

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

**SALARY**
Basic Salary Range: $800-$900
Other benefits include:
□ Accommodation   X Health Insurance   □ Return Ticket   □ Bonus
□ Laptop   □ Mobile Phone   □ Children’s Education   X Transportation
X Lebanese NSSF   □ None   X Daily Meal   XLaunder Services

**WORKING DAYS: MON-SAT**

**WORKING HOURS: 8AM-5PM**

**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: 261113-4

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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**

*American University of Beirut*
*Career and Placement Services*
*West Hall, Room 112 E*
*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://www.aub.edu.lb/sao/cps/Pages/index.aspx](http://www.aub.edu.lb/sao/cps/Pages/index.aspx)*

The job vacancies are for AUB students and alumni ONLY.