AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
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JOB VACANCY FORM

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

Job Title: Customer Service Officer

Application Deadline:

Reference Number: 281113-1

Company Description

TYPE: □ Local □ Regional X Multinational

INDUSTRIAL SECTOR: Medical Devices

BRIEF FIRM PROFILE/DESCRIPTION: The company is a customer-oriented company with focus on service. The company’s interest is in the marketing & sales of medical and health related items, in market places where manufacturers find it cost inefficient to open their own distribution centers or subsidiaries. Our business currently relates to the dental, optical & ophthalmic fields.

Job Description

BRIEF JOB DESCRIPTION: To handle & process internal and external customers’ requests in the most efficient way and to ensure customer satisfaction.

JOB LOCATION(S):
City: Mansurieh Country: Lebanon

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

MAJOR/ EMPHASIS: Marketing, business and related

WORK EXPERIENCE: 0-2 years

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

Computer Skills: Good knowledge of Microsoft Office & hardware use

Other Skills: Communication Skills
- Extensive knowledge of company products
- Good knowledge of eye anatomy & characteristics

SALARY
Basic Salary Range:
Other benefits include:
- □ Accommodation  X Health Insurance  □ Return Ticket  □ Bonus
- □ Laptop  □ Mobile Phone  □ Children’s Education  X Transportation
- X Lebanese NSSF  □ None

WORKING DAYS: MONDAY- SATURDAY

WORKING HOURS: (8:30-5:30), SATURDAY (8:30-1:30)

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: 281113-1

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

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For further information, please do not hesitate to contact:

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The job vacancies are for AUB students and alumni ONLY.