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:** Junior Accountant

**Application Deadline:**

**Reference Number:** 281113-3

**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 prepare the financial statements of the office and maintain & update the accounting books.

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

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

**MAJOR/ EMPHASIS:** A Bachelor of Business Administration with emphasis on accounting or equivalent.
MBA or a special financial accreditation is a plus.

**WORK EXPERIENCE:** 0-2 years
SKILLS:
Languages Skills:  X English  X Arabic  □ French  Other:

SPECIFIC KNOWLEDGE:
- Typing skills related to data entry
- Computing skills
- Extensive knowledge of Accounting principles
- Exposure to basic banking operation
- Exposure to legal & financial requirements of the country (income tax, VAT, social security)
- Good knowledge of Microsoft Office, especially excel & hardware use.
- Knowledge of accounting & other software
- Knowledge of company products

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

WORKING DAYS: MONDAY- SATURDAY

WORKING HOURS: MONDAY-FRIDAY (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: 281113-3

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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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The job vacancies are for AUB students and alumni ONLY.