**AMERICAN UNIVERSITY OF BEIRUT**
Career and Placement Services
Student Affairs
http://www.aub.edu.lb/sao/cps/Pages/index.aspx

JOB AD SHOULD NOT CONTAIN ANY DISCRIMINATORY LANGUAGE RELEVANT TO GENDER (MALE/FEMALE), SOCIAL STATUS (MARRIED, SINGLE) AND/OR RELIGION

---

**JOB VACANCY FORM**

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

**Job Title:** Editor & Translator

**Deadline:**

**Reference Number:** 041115-2

**Company Description**

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

**INDUSTRIAL SECTOR:** Architectural, Planning and Engineering Consulting

**BRIEF FIRM PROFILE/ DESCRIPTION:**
Our firm is a multidisciplinary architecture, engineering and planning company. With a history of success and a worldwide network of offices and sister companies, the company delivers advanced client-focused solutions and services to a broad range of sectors from transportation, energy, and water systems, to enhancing environments and creating new buildings and communities.

**Job Description**

**BRIEF JOB DESCRIPTION:**
- Prepare communication material for internal and external use, such as newsletters, intranet, website, press releases, etc... Also, internally; the role is actively involved as requested in the preparation of certain Pre-qualifications, Expressions of Interest and bid write-ups and various submission elements
• Edit external and internal communication materials and ensure crisp, structured, logical and error-free content that clearly conveys the intended purpose of the message. Communication materials include, but are not limited to, press releases, newsletters, articles, marketing materials, website content, intranet content, social media content, etc.
• Edit certain submissions write-ups and various documents that sell our skills, experience track record and brand to prospective customers
• Prepare technical text for presentation through correction, condensation, organization and writing to ensure the firm’s value message is clear and respond to the Client’s criteria and requirements

JOB LOCATION(S):
City: Country: Lebanon

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

MAJOR/ EMPHASIS: ENGLISH LITERATURE, TRANSLATION

WORK EXPERIENCE: 2 to 5 years

SKILLS
Languages Skills: X English X Arabic X French Other:
Computer Skills:
Other Skills:
- Knowledge and experience in Copywriting, Editing, Translating
- Team worker, flexibility, multitasking, and adaptable
- Strong Communication Skills

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: FROM MONDAY TILL FRIDAY

WORKING HOURS: FROM 8:00 AM TILL 6:00 PM
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: 041115-2

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.

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

The job vacancies are for AUB students and alumni ONLY.  
For part-time job opportunities, visit:  
http://aub.edu.lb/sao/cps/vacancies/Pages/Part-timeJobs.aspx  
For full-time job opportunities, visit:  
http://aub.edu.lb/sao/cps/vacancies/Pages/divisions.aspx