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**JOB VACANCY FORM**

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

**Job Title:** Account Executive

**Application Deadline:** asap

**Reference Number:** 011013-12

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**Company Description**

**TYPE:** Regional

**INDUSTRIAL SECTOR:** Insurance Sector – Insurance and reinsurance brokerage company

**BRIEF FIRM PROFILE/DESCRIPTION:**

An Insurance broker in Iraq and has opened its Branch in Basra. We are transacting marine insurance business (cargo insurance, big and medium Yachts, hull insurance), Political Violence (war on land and terrorism), Oil & Energy Insurance, Engineering, Medical Insurance, Property, Professional Indemnity, Third Party Liability for corporations etc.

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**Job Description**

**BRIEF JOB DESCRIPTION:** The main responsibilities will be to generate, develop and manage a portfolio of clients (Directly Insured) in Basrah, to place risks with insurers and handle all aspects of the relation with the client including studying insurance needs, preparing request for quotations, administrative issues, collection and claims.

A training will be provided by a professional for Contractor’s all risks insurance (engineering) + a training by the CEO will be given especially for marine insurance + registration with the Chartered Insurance Institute of London to get an ACII diploma etc.

**JOB LOCATION(S):**

City: BASRA  
Country: Iraq
DEGREE: Bachelor Master

MAJOR/ EMPHASIS: Preferably business, economics, Engineering.

WORK EXPERIENCE: 0 – 5 years

SKILLS:
Languages Skills: English & Arabic are a must French is a big plus
Computer Skills: Fluent in Word, Excel, Powerpoint
Other Skills: Strong communication skills at all levels and a problem-solving attitude are prerequisites. Zero tolerance will be the rule on professionalism and integrity.

SALARY
Basic Salary Range: USD 2,000/month – USD 3,000/month (according to the experience and diploma) + a corporate car will be put at the disposal of the A/E and the accommodation will be offered by the company.
Other benefits include: Incentive on sales

WORKING DAYS: SUNDAY TO THURSDAY

WORKING HOURS: 8:30 TO 17:30 WITH A BREAK OF 1 HOUR AT 13:00.

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: 011013-12

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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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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.