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**JOB VACANCY FORM**

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

**Job Title:** Operations Coordinator

**Application Deadline:** October 31, 2013

**Reference Number:** 021013-14

**Company Description**

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

**INDUSTRIAL SECTOR:** EDUCATION / TEST PREPARATION

**BRIEF FIRM PROFILE/DESCRIPTION:** Our Company is a leading test preparation company. The Lebanon office will offer live classroom courses for the SAT, MCAT, GMAT, and GRE.

**Job Description**

**BRIEF JOB DESCRIPTION:** This is the basic entry level position within the company. Some members of management as well as several Executive Directors started as Operations Coordinators. Operations Coordinators are the front liners who answer the questions students and parents may have about our courses and services. Operations Coordinators also work closely with Operations Managers or Managing Directors to help them in the day to day management of local Princeton Review offices. Rapid advancement for a good Operations Coordinator is an absolutely reasonable expectation to set.

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

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

MAJOR/ EMPHASIS: All majors are welcome to apply

WORK EXPERIENCE: 0-1 year

SKILLS:
Languages Skills: X English □ Arabic □ French □ Other:
Computer Skills: Microsoft Office
Other Skills: Good presentation skills are required.

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

WORKING DAYS: MONDAY - SATURDAY

WORKING HOURS: 12 – 7 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: 021013-14

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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.