

Dear ,

If you are interested in the below Job Offer, you are kindly asked to send your updated CV to the NDU Placement Office E: placement@ndu.edu.lb and to mention the Job Reference Number.

Only NDU students can apply to the following Job.

Job Reference # (Office Use)	21-1-2010-1
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Applicant Requirements	
Gender	<input type="checkbox"/> Female <input checked="" type="checkbox"/> Male
Age	25-27
Standing	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Fresh Graduate <input type="checkbox"/> Undergraduate
Degree	<input checked="" type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral Degree
Major / Emphasis	Business
Years of Experience	1 to 2 years
Skills	Language Skills <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input checked="" type="checkbox"/> Arabic <input type="checkbox"/> Other _____
	Computer Skills Microsoft Office
	Other Skills

Job Vacancy Details	
Application Deadline	January 2010
Job Type	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Job
Job Description	Position / Title Accountant
	Salary (Optional) -
	Responsibilities
	<ul style="list-style-type: none"> Executes accurate transfers Follows proper filing system Operates efficient end of month procedures Banking Reconciliation Cost Control

	<ul style="list-style-type: none"> • Insures accurate receiving procedures /data entry 	
Job Location	City	Beirut – Awkar
	Country	Lebanon
Working Days	5 days	
Working Hours	8a.m. – 5p.m.	

Contact Us

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