

BULLETIN EMPLOI

Janvier 2013

PROCEDURE DE DEPOT DE CANDIDATURE

- Envoyer votre CV par mail à emploi@esa.edu.lb en précisant dans le sujet de votre message votre nom et la référence du poste souhaité.
Exemple : Candidature Armand JABER - réf 01BE-1314
- Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 31 janvier dernier délai

22 Janvier 2013



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EMPLOIS PROPOSES AU LIBAN

01. MEDICA TOTAL AESTHETIC AND MEDICAL SOLUTIONS

Position

☞ BRAND SALES SUPERVISOR - RÉF. 01BE-1301A

Mission

The overall role of the Brand Sales Supervisor is to create consumer demand. He is responsible for executing marketing plans and sales goals. This position assists the Business Unit Manager on assigned brands and will manage smaller brands in all aspects of the P&L.

- ♥ Assist the Business Unit Manager in defining the brand's pricing, packaging, trade merchandising, and advertising and promotion strategies and allocate the budget accordingly.
- ♥ Responsible of executing marketing initiatives in support of long term strategies
- ♥ Accountable for delivering, implementing and following the brand's profit, volume and market share objectives.
- ♥ Excellent Product knowledge
- ♥ In Charge of Searching for new Potential Clients and follow Leads
- ♥ Filter all product return and allocate promotional material to POS based on turnover and rotation
- ♥ Train and orient the Sales representatives
- ♥ Introduce, Implement and train on the Brand' product line in the outlets with appropriate Commercial deals on yearly basis.
- ♥ Follow the International guidelines for Merchandizing
- ♥ Achieve Monthly sales goals through meticulous monitoring of Sales and Collection
- ♥ Perfect servicing and after sales follow up with client covering Stock management and market activity.
- ♥ Schedule and Booking of Window displays in various Outlets.
- ♥ Schedule and Booking of tactical Monthly and / or Quarterly promotion.
- ♥ Forecast purchasing and order preparation to Suppliers, in collaboration with Business Unit Manager
- ♥ Close stock management to ensure continuous availability of products and Samples.
- ♥ Need to closely Monitor all Competitors activity, report them and suggest immediate counter-offering
- ♥ Establish a very fruitful collaboration with Distributors and clients
- ♥ Search and propose innovative promotional gifts items and program
- ♥ Participate in marketing events such as seminars, trade shows, and sociable events.
- ♥ Provide on-the-job training to new sales employees.
- ♥ Daily reporting to Business Unit Manager including call cycle, sales, collection and market activity.
- ♥ Weekly visits to point of sales based on pre-determined call cycle per area:
 - Set yearly targets per outlet in concordance with Business Unit manager
 - Follow up and push Turnover per Brand / Clients or Door / Sales person or Area
 - Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made.
 - Concrete application in the market of the Brand's business plan
 - Coordination of events or promotion / P.O.S / decoration and animation's material
 - Booking of window displays and / or internal decoration and follow up of its execution via a special planning to be provided to the Decoration team.
 - Gather and update the sector Detailed Data
 - Update on a monthly basis of the colored list of clients related to his brands



Profil recherché / Requirements

- ♥ Bachelor in Business Administration or equivalent important experience in the field.
 - ♥ At least 3 to 5 years work experience in similar position in Lebanon.
 - ♥ In Depth knowledge and experience in sales within the Cosmetic field.
 - ♥ Have the business professional skills required to perform and meet the purpose of the position
 - ♥ Demonstrate and deliver performance up to standard
 - ♥ Show a self driven strife towards exceeding targets at all levels
 - ♥ Dynamic, active and with good PR
 - ♥ Ability to persuade and influence others
 - ♥ Well organized, self reliant with the ability to handle several tasks without direct supervision
 - ♥ Performance oriented and hard working even under pressure
 - ♥ Team player
 - ♥ Good presentation and communication skills
 - ♥ Ability to deal with high profile professionals internally and externally.
 - ♥ Ability to develop and deliver presentations.
 - ♥ Knowledge of advertising and sales promotion techniques.
 - ♥ Visibility requires maintaining a professional appearance and providing a positive company image to the public.
 - ♥ Good Knowledge of MS office (Word, excel, power point...) and applications.
 - ♥ Logical and analytical approach to problem solving.
 - ♥ Proficiency is a must in English & Arabic with excellent writing skills, and desirable for French
-

Position

☞ BUSINESS UNIT MANAGER - RÉF. 01BE-1301B

Mission

Under the direct supervision of the Marketing & Sales Manager, the Business Unit Manager will be responsible of the entire portfolio life cycle, from strategic planning for sales & marketing to tactical activities, insuring the achievement of his business unit P&L forecasted results.

Coordinate and control the unit activity:

- ♥ Adhere, support and diffuse Medica's philosophy and procedures among his team
 - ♥ Follow up on a daily basis the sales supervisors and team report
 - ♥ Set and adjust the Commercial call cycle per area / per sales
 - ♥ Establish a constructive and positive Business Relationship with customers.
- Adapt the International marketing plans, to the local market:
- ♥ Plan and set the commercial activity per Brand.
 - ♥ Coordinate with Marketing Manager for appropriate Media planning to serve the market and emphasize on brand' development.
 - ♥ Determine Action plans per Brand / Area / team member
 - ♥ Set the annual deals with customers



Implement and Execute Annual Budget

- ♥ Monitor and orient on daily basis the achieved figures per Brand
 - ♥ Stock Management
 - ♥ Forecasting and Ordering.
 - ♥ Supervising and follow up for Sales / collection / yearly targets and Bonuses
 - ♥ Respecter le P&L et maintenir la marge de profit maximale
 - ♥ Set and adjust pricing and price list as per price structure
- Coordinate with Local and International Suppliers:
- ♥ Correspondence
 - ♥ Forecasts and Orders
 - ♥ Monthly or Quarterly Reporting

Carry out market research, competitors monitoring and customer surveys:

- ♥ Evaluate market new entries and possibilities
- ♥ Up to date scanning and monitoring for competitors
- ♥ Set immediate counter –offers
- ♥ Conduct customer surveys for company's services and products.

Specifying market requirements for current and future products by conducting market research supported by on-going visits to customers and non-customers.

Liaise and attend meetings with other units, within the company, functions necessary to perform duties and aid overall business and organizational development.

Attend training and to develop relevant knowledge and skills.

Profil recherché / Requirements

- ♥ MBA - Business Administration and / or Marketing
 - ♥ Significant work experience in Lebanon.
 - ♥ Minimum 3to 5 years experience in a similar position, with experience in beauty field.
 - ♥ Flexibility to travel
 - ♥ Highly motivated with a strong desire to achieve
 - ♥ Proactive and performance goal oriented
 - ♥ Energy: drive to perform and lead
 - ♥ Accountable: ownership and identification spirit
 - ♥ Leadership: Energizing, direction setting, collaborative, motivating teams & creating followers
 - ♥ Analytical and strategic thinking
 - ♥ Good presentation and excellent communication and negotiation skills
 - ♥ Logical and analytical approach to problem solving.
 - ♥ Good in prioritizing tasks and strong in time management
 - ♥ Organized and methodic
 - ♥ Willing to work hard and under stress
 - ♥ Strong Knowledge of MS office (Word, excel, power point...) and applications
 - ♥ Proficiency is a must in English & Arabic with excellent writing skills, and desirable
-



Position

- ☞ MARKETING EXECUTIVE (MIDDLE LEVEL) - RÉF. 01BE-1301C
Reports to Business Development Manager and CEO

Mission

Marketing plan

- ♥ Design, implement, and facilitate annual marketing plan for the firm.
- ♥ Support and facilitate development and implementation of section business/marketing plans.
- ♥ Translating business unit objectives and strategies to develop brand portfolio objectives, strategies and plans to facilitate business unit growth.
- ♥ Develops marketing strategy, based on knowledge of establishment policy, nature of market, copyright and royalty requirements, and cost and markup factors.

Marketing budget

- ♥ Plan and administer the firm's Marketing Operations budget;
- ♥ Support development of regional marketing budgets.
- ♥ Set and execute e-marketing plan and budget

Manage marketing suppliers

- ♥ Negotiates with media agents to secure agreements for translation of materials into other media.
- ♥ Edits materials according to specific market or customer requirements.
- ♥ Develop promotional materials including marketing collateral and print copies

Assist in business development activities

- ♥ Efforts through Business Development Manager
- ♥ Assisting attorneys in strategic planning for client presentations, beauty contests, etc.
- ♥ Offer coaching for prospective client meetings, presentations, etc.
- ♥ Work with regional offices on designing and implementing prospecting and client contact systems.

Coordinate all Corporate communications activities

- ♥ External & Internal communications and systems
- ♥ Public relations efforts, External vendors and consultants

Develop and administer marketing database

- ♥ Includes client and prospect information, mailing list applications, access to financial reports, etc.
- ♥ Manage marketing dept
- ♥ Supervise Marketing Coordinator, Client Services Administrator, creative team and e-marketer
- ♥ Develop a marketing team which is competent, commercially astute, dedicated and efficient.
- ♥ Manage day to day activity with PR, press and marketing communications agencies

Develop business unit

- ♥ Develop and deliver insightful presentations and strategies to the business unit and executive committee where appropriate.
- ♥ Ensure the integration of the business unit marketing function within that of the greater group, and ensure that the business unit optimizes its use of shared and support services.
- ♥ Assist the business unit to meet its objectives, live the values and culture and to practice company policies.



Profil recherché / Requirements

- ♥ At least 3 to 5 years work experience in similar position in Lebanon with tracking records
- ♥ Live and promote Lead, Sense, Create
- ♥ Have the business professional skills required to perform and meet the purpose of the position
- ♥ Detail-oriented with the ability to manage projects from inception through execution
- ♥ Excellent communication skills, both verbal and written
- ♥ A hunger to learn and ability to flourish in a dynamic, high-growth, entrepreneurial environment
- ♥ Entrepreneurial, self-starter, multi-tasked with hands-on approach
- ♥ Demonstrate and deliver performance up to standard
- ♥ Show a self driven strife towards exceeding targets at all levels
- ♥ Good in prioritizing tasks and strong in time management
- ♥ Analytically strong
- ♥ Leadership - Team player
- ♥ Strong Knowledge of MS office (Word, excel, power point,...) and applications.
- ♥ Strong Knowledge of Digital Media
- ♥ Logical and analytical approach to problem solving.
- ♥ Proficiency is a must in English & Arabic with excellent writing skills, and desirable for French

02. FOR A MAJOR MULTINATIONAL FMCG COMPANY IN LEBANON – C/O NECG

Position

☞ OFF-TRADE MANAGER - RÉF. 01BE-1302

Mission

- ♥ Will manage the relation with both the distributor and direct clients
- ♥ Will support the development and delivery of customer specific strategy to exploit opportunities to grow sales volume and profit
- ♥ Will execute annual account plans by customer to reflect brand and customer strategies and support the delivery of business goals
- ♥ Will support on the negotiation of customer contracts and on the agreement of sales drivers including pricing, distribution, share of space and a brand promotional calendar
- ♥ Will ensure payments are received on time
- ♥ Will set annual distributor KPI's around delivery of operation plan specifically commercial score card and market share
- ♥ Will conduct annual survey with distributors/customer and develop action plan to address results
- ♥ Will conduct regular market visits, and attend customer/distributor reviews
- ♥ Will be responsible for delivering excellent business performance in terms of net sales value, trading profit, cash flow, visibility and share in the market
- ♥ Will monitor competitor activity and take actions to continually develop the category and the company's brand share
- ♥ In addition to other related tasks



Profil recherché / Requirements

- ♥ University graduate, preferably holder of a Bachelor degree in Business Administration major in Marketing
- ♥ Having around 4–6 years of sales and commercial experience with at least 2 years as Key Account Manager or Off-Trade Manager or Off-Trade Sales Supervisor or related within well-established local or regional or multinational FMCG companies in Lebanon
- ♥ Previous experience in dealing with distributors is preferable
- ♥ Previous experience within a multinational or regional FMCG company is a plus
- ♥ The candidate needs to be previously exposed to the Off-Trade/Key Accounts sector
- ♥ Enjoying a strong yet flexible personality; able to inspire & influence
- ♥ Honest and trustworthy. Enjoying high ethical values
- ♥ Reliable, pro-active, patient and hard working individual
- ♥ Field person. Problem solving attitude
- ♥ Organized. Strategic mind with strong sense of follow-up
- ♥ Ambitious; eager to learn and to succeed
- ♥ Naturally inquisitive, self motivated and results oriented
- ♥ Able to understand channel strategies and objectives
- ♥ Able to challenge conventional thinking and propose creative solutions
- ♥ Strong team player with excellent communication and relationship building skills
- ♥ Comfortable in dealing with data, logistics and finance
- ♥ Good sales and analytical skills
- ♥ Computer literate
- ♥ Fluent in English and Arabic. French is plus

03. FOR MAJOR AUTOMOTIVE GROUP IN LEBANON – C/O NECG

Position

☞ SALES MANAGER - RÉF. 01BE-1303

Mission

- ♥ Will head the sales department, manage and coach its team.
- ♥ Will make sure to achieve department sales objectives and guarantee customers' satisfaction
- ♥ Will prepare the company's sales forecast and marketing plan in coordination with the top management and submit it for their approval.
- ♥ Will optimize sales activities, relationship with key third parties and decision makers to boost sales through networking, planning events, marketing campaigns, advertising and conducting regular field visits with proper follow-up.
- ♥ Will work on expanding the customers portfolio be it individuals or corporate sector
- ♥ Will maintain close contact with the customers even after product delivery
- ♥ Will assist the workshop staff in maintaining high level customer service and satisfaction
- ♥ Will stay informed and ahead of competition.
- ♥ Will work on expanding the business and sustaining growth



Profil recherché / Requirements

- ♥ Age ideally between 30-35
- ♥ **University degree**, preferably in **business administration** from well reputed university
- ♥ **Having around 5-7 years of sales experience** as Sales Manager or Sales Supervisor or Showroom Manager within well established **commercial and distribution** companies ideally **in the Retail sector** in Lebanon promoting **durable goods or FMCG**
- ♥ Previous experience in the automotive sector is not a must.
- ♥ **Having good knowledge and strong contacts base in the Lebanese market**
- ♥ Mature, patient and hard working individual.
- ♥ Young, energetic and outgoing
- ♥ Honest and trustworthy.
- ♥ Team leader and player
- ♥ Active and dynamic
- ♥ Excellent negotiator, good communicator.
- ♥ Commercial mind. Knows how to negotiate and close a deal.
- ♥ Strong interpersonal skills. Field person.
- ♥ Preferably trilingual: English, French and Arabic.
- ♥ Computer literate.

04. FOR MAJOR RETAIL GROUP IN LEBANON – C/O NECG

Position

☞ GENERAL MERCHANDISING MANAGER - RÉF. 01BE-1304

Mission

- ♥ Will manage, coach and lead the buying department
- ♥ Will set the buying strategy in line with the corporate buying and merchandising framework.
- ♥ Will determine assortments and brands mix with the Head of Retail
- ♥ Will suggest, negotiate and acquire new brands
- ♥ Will improve relationship with main suppliers
- ♥ Will coordinate with the operation to reach sales target and improve display/sales per sqm and density
- ♥ Will provide framework for key promotional techniques analysis and drive the implementation of an optimal calendar for promotional events.
- ♥ Will supervise regular analysis of competitors' activities and prepare a comprehensive report to the management.
- ♥ Will drive the overall market and competitive pricing strategy and deliver a comprehensive pricing policy based on the results and business goals
- ♥ Will develop and own category based plan namely pre-season product planning, option planning, range planning, demand planning and related.
- ♥ Will outline a strategy for the execution of end of season management to minimize stocks and boost sales.
- ♥ Will contribute to the development of a merchandising training program and drive key training initiatives at market level.



- ♥ Will oversee the optimal flow of merchandise including fulfillment of product/marketing introduction deadlines/capacity planning.
- ♥ Will analyze sales figures and forecast future sales and purchasing volumes
- ♥ Will monitor and stay informed about competition and the retail trends in general
- ♥ Will work hand in hand with other departments mainly the finance and administration in terms of retail budget, the operations for the assortment and store layout, the marketing for the communication and CRM plans, and with the brand committee as well
- ♥ In addition to other related tasks

Profil recherché / Requirements

- ♥ Age ideally between 35-45 years old.
- ♥ University graduate; preferably holder of a Business Administration degree major in Marketing or Management from well-reputed universities. Masters is a plus.
- ♥ Fashion related studies are a major plus.
- ♥ Minimum 7-10 years of experience in the Retail operations field with a minimum of 3 years in a managerial role such as Head of Buying Department or General Merchandising Manager or Director (not Visual Merchandising) or Sourcing Manager or related within well-established regional or local or multinational or international Retail companies for major leading brands whether mass, medium or high end luxury products ideally Fashion related in Lebanon, the GCC or Europe.
- ♥ Current or previous experience in apparel, shopping goods and fashion is a plus.
- ♥ Current Senior Brand Manager might be considered if well exposed to buying
- ♥ Enjoying a strong yet pleasant personality
- ♥ Mature and self confident
- ♥ Team leader and player; able to work effectively within a team environment,
- ♥ Able to attract high caliber people and retain talent
- ♥ Able to build strong relationships internally and externally
- ♥ Good common sense and business savvy
- ♥ Creative and strategic thinking
- ♥ Structured, organized and process orientated
- ♥ Strong communication and leadership skills
- ♥ Readiness to stand the pressure, problem-solving and conflict management skills
- ♥ Extensive experience of successfully operating in multi-cultural organization
- ♥ Strong analytical skills; able to plan and execute strategies; analyze figures, trends and forecasts
- ♥ Strong fashion awareness; able to identify and attract new anchor brands and delist poor performing ones
- ♥ Capable of proper market segmentation and strong cooperation with leasing and operations
- ♥ Preferably trilingual: English, French and Arabic.
- ♥ Computer literate.



05. ONLINE MONEY TRANSFER (OMT)

Founded in 1998, being Western Union accredited agent and holding the largest agent network in the country 'over 900 locations', OMT is the pioneer provider of financial services with a leading market position in Lebanon.

OMT is continuously growing its portfolio of services and this with always one goal, facilitating our client's life by meeting the market needs and preserving the highest service quality. Today OMT offers a wide bundle of services ranging from money transfer to payment services in addition to business-to-business services.

Throughout the years, OMT has succeeded in establishing solid and trustful relations with its clients, partners and agents in Lebanon and across the globe. It has thus managed to strategically position its brand around important values such as Convenience, Quality and Human Bonds.

Position

☞ FOREIGN EXCHANGE DEALER - RÉF. 01BE-1305
Reports to: Operations Manager

Mission

The Foreign Exchange Dealer will be responsible of closing business sales opportunities by providing professional service and foreign exchange expertise to OMT's corporate clients. He/she will be in charge of applying sales skills to create, develop and grow OMT clients' base in a profitable manner, engaging transactions in financial market and evaluating investment opportunities in currencies.

The goal of this role will be to establish rapport and build credibility with OMT's clients through effectively presenting solutions that include the clients' entire international payment needs and establishing Western Union Business Solutions (WUBS) service as the primary provider.

Creation of new Business Opportunities

- ♥ Monitor market information; make forecasts to close sales opportunities and advise clients on investment strategies for WUBS' foreign exchange products and international payment services
- ♥ Build and maintain strategic business relationships with existing and prospective clients and ensure customer loyalty and retention programs are followed
- ♥ Meet and exceed core and new sales targets

Foreign Exchange Trading

- ♥ Promote and cross sell WUBS' foreign exchange products and solutions
- ♥ Research and analyse clients' business objectives, identify their foreign exchange and international payment requirements and design benefits-based solution and action plan demonstrating how Western Union Business Solutions can meet client needs
- ♥ Manage all clients' limit orders
- ♥ Track rates of competitors and offer businesses competitive exchange rates

Communication, Analysis and Reporting

- ♥ Request customers' feedback and communicate internally
- ♥ Monitor accounts' performance and activity by following up on clients' frequency of transactions
- ♥ Provide reports on a periodic basis to keep the manager, and Senior Management informed of the operation
- ♥ Conduct analysis and create reports to help improve the business



- ♥ Collaborate with other departments & units (Legal, Finance, CRM, Sales, Limits Administration, etc...) to direct foreign exchange and sales issues
- ♥ Liaise with treasury team UK when needed
- ♥ Perform all other duties as requested by manager

Profil recherché / Requirements

- ♥ Bachelor degree in Finance, Business, Economics, statistics, Mathematics and/or an equivalent combination of knowledge, skills, abilities, education, and experience.
- ♥ At least 2-4 years of experience in a trading environment, or in any work that demonstrates the ability to make fast, accurate decisions and manipulate numbers by providing foreign exchange within financial/banking industry
- ♥ Fluent in English and Arabic. French is a plus
- ♥ Advanced skills in Microsoft office applications especially in Excel, familiarity with online foreign exchange solutions.
- ♥ Excellent customer service skills with a focus on building customer loyalty
- ♥ Strong written and verbal communication skills
- ♥ Ability to develop and consistently apply follow-up techniques
- ♥ Team oriented, with a demonstrated ability to build and maintain strategic working relationships
- ♥ Ability to develop profitable pricing strategies
- ♥ Sales ability and persuasiveness; with a focus on creating positive first impressions and demonstrating professionalism
- ♥ Quick decision making, problem solving, analytical thinking
- ♥ Demonstrate commitment to continuing education and knowledge of WUBS' products and services, as well as the foreign exchange industry in general

06. LES AFFICHAGES PIKASSO S.A.L

Position

- ☞ ACCOUNT EXECUTIVE - RÉF. 01BE-1306A
- Reports to: Regional Commercial Director

Mission

- ♥ Promote the sales activities and company's networks: 4 x 3 panels, Rooftops, Unipoles, Bus, Beaches, Deroulant, LED, Teleferique, Walls, and Malls.
- ♥ Take part in achieving the company's sales targets, by obtaining new potential customers and retaining existing clients
- ♥ Manage and ensure the quality and consistency of the delivery of service, fulfill customer satisfaction and campaign follow up.

Main Tasks :

- ♥ Research for potential clients in the various sectors.
- ♥ Present and sell company products and services to current and potential clients.
- ♥ Prepare presentations, proposals of the selected network, number of panels, date of the campaign and cost.



- ♥ Prepare and ensure detailed correspondence of minutes of meetings related to the decisions taken.
- ♥ Establish and maintain current client and potential client relationships.
- ♥ Identify and resolve client concerns, and monitor competitors.
- ♥ Keep a detailed correspondence of agencies and clients and minutes of meeting regarding the decisions taken.
- ♥ Accompany clients to visit panels on site when needed.
- ♥ Follow up on the Booking Orders more specifically the sales conditions, campaign duration and payment conditions.
- ♥ Update the booking grid on a daily basis according to booking orders, and liase with the Sales Manager.
- ♥ Prepare media plans based on client needs and requirements.

Profil recherché / Requirements

- ♥ University graduate with a BA in Marketing, Management and Communication.
- ♥ Minimum 1 year experience in a related field.
- ♥ Fluent in French, English and Arabic
- ♥ Motorized, holding of a driving license.
- ♥ Computer literate with knowledge of MS word, excel, Outlook and PowerPoint.
- ♥ Strong communication and interpersonal skills.
- ♥ Strong negotiation skills.
- ♥ Good problem solving skills.
- ♥ Customer oriented.
- ♥ Team Player

Position

☞ COST CONTROLLER - RÉF. 01BE-1306B
Reports to: CFO

Mission

- ♥ Coordinate and assist in the Budget preparation for each department of the Group.
- ♥ Monitor and compare budget amounts to actual expenses.
- ♥ Ensure that accounting procedures and systems are adequate and functional.

Main Tasks :

- ♥ Ensure cost templates are filled in preparation of the budgets.
- ♥ Prepare department and company budgets for each country.
- ♥ Control the accuracy of the data provided by each department and the good implementation of the procedures set.
- ♥ Provide technical assistance to head of departments in the preparation of budgets.
- ♥ Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- ♥ Control the rightness of cost center allocation.
- ♥ Prepare and issue sales turnover of the Group.
- ♥ Ensure discounts and rebates are in line with the company policies.



Profil recherché / Requirements

- ♥ University graduate in Business, accounting, finance or related fields. CPA or CMA is a plus.
- ♥ 2-3 years experience in the financial field.
- ♥ Fluent in English, Arabic and French.
- ♥ Computer literate with good knowledge in Excel, Word, Outlook and accounting programs.
- ♥ Analytical, communication and report writing skills.
- ♥ Good knowledge of financial modules and systems.
- ♥ Planning and organizing with high attention to details.
- ♥ Strong organizational and analytical skills.

07. BRASSERIE ALMAZA S.A.L

Position

☞ DISTRIBUTION MANAGER - RÉF. 01BE-1307

Mission

The distribution manager plans, coordinates and organizes the distribution of products. He/she manages the arrangement and shipping of products from distribution centers to satellite warehouses and to direct/indirect customers. The role also involves ensuring that structures are in place to monitor the flow of goods to direct and indirect customers. The distribution manager liaises with sales operators to ensure customer satisfaction and with warehouse manager to ensure products availability. Responsibilities include but are not limited to:

- ♥ Managing and controlling the delivery of goods
- ♥ Updating data on the ERP system and generating necessary reports
- ♥ Managing the team to ensure they are delivering the required output
- ♥ Fleet Management

Profil recherché / Requirements

- ♥ Bachelor degree in business administration or equivalent; MBA is a plus
- ♥ 4-5 years of relevant experience in distribution
- ♥ Good command of English, French is a plus.
- ♥ Good knowledge of Microsoft Word, Excel, PowerPoint, ERP system
- ♥ Demonstrates a Strong Leadership, has good communication skills, demonstrates planning and organization skills, able to transform plans into concrete solutions, has good problem solving skills, has the sense of initiatives and takes proactive actions



08. ASSOCIATED INSURANCE CONSULTANTS : REGIONAL INSURANCE AND REINSURANCE BROKERAGE FIRM

Position

☞ PERSONAL ASSISTANT TO CEO - RÉF. 01BE-1308

Mission

- ♥ Compiling daily information from the newspapers published in the countries where the Company operates or plans to operate
- ♥ Compiling weekly insurance, banking, transport and financial news about global and local industry players
- ♥ Carrying out background research and presenting findings into subjects the CEO is dealing with
- ♥ Organizing and attending meetings, and ensuring CEO is well-prepared for meetings
- ♥ Liaising with producers, guarantors and other staff
- ♥ Arranging travel and accommodation (tickets, taxis, hotels)
- ♥ Drafting minutes of meetings
- ♥ Following up on legal matters
- ♥ Dealing with insurance matters

Profil recherché / Requirements

- ♥ Holder of a degree in management, accounting, insurance, law, political or administrative sciences, finance, economy or any related degree
- ♥ Relationship Management skills
- ♥ Communication skills
- ♥ Organizational skills
- ♥ Minimum 1 or 2 years of experience
- ♥ Willing to travel

09. INTERNATIONAL TRADING COMPANY *(annonce déjà parue, recrutement toujours en cours)*

Position

☞ ASSISTANT TO CEO/GM - RÉF. 01BE-1309

Mission

- ♥ He or she will have to follow up marketing and sales activities of the different existing teams, in order to increase their efficiency to reach the goals set by the management .
- ♥ He or she will also control the daily work of the accounting department that will report to him on a daily basis.
- ♥ He or she has to be able also to implement the policy of the management and to have it properly executed.
- ♥ He or she has to be able to manage the Company in the absence of the CEO.



Profil recherché / Requirements

- ♥ Degrees in Business Administration , Marketing, Accounting are necessary.
- ♥ Former experience in similar trading activities is a plus.
- ♥ Native Arabic, English and French.
- ♥ Strong organizational ,sales and management skills.
- ♥ Ability to negotiate and manage contractual arrangements.

10. FORELOGIX

ForeLogix, a leading Business and Technology Service Provider, based in Beirut with operations in South Africa, the Middle East and Europe is looking for a Senior Manager in Finance and HR.

Position

☞ SENIOR MANAGER IN FINANCE AND HR - RÉF. 01BE-1310

Mission

- ♥ Assist the CFO and Head of HR in their duties
- ♥ Work on annual budgets
- ♥ Lead financial activities and resources of the company and promote financial value creation
- ♥ Keep accurate financial statements for monitoring of company financial performance
- ♥ Take full responsibility for all accounting tasks: coordinate with and manage accountants internally and/or externally and ensure smooth and error-free accounting records according to Lebanese and international accounting standards
- ♥ Lead all administrative functions and manage administrative personnel
- ♥ Lead all legal activities: contracts write-up, coordination with legal advisors/lawyers, assist internally for checking legal aspects/contracts, manage all legal entities of the company from a legal and tax perspective
- ♥ Lead human capital management (employees contracts, remunerations, execute payroll, manage recruiting agencies etc.)

Profil recherché / Requirements

- ♥ University degree holder; preferably in Business Administration, majoring in Finance.
- ♥ Minimum 8-10 years of Accounting and Finance experience
- ♥ Previous experience in handling legal aspects is required
- ♥ Previous experience in External Audit might be also considered as relevant
- ♥ Previous experience in HR is preferred
- ♥ Good knowledge of Lebanese taxation and NSSF regulations and laws
- ♥ Deep practical application of finance and accounting operations
- ♥ Business acumen; mature; at ease with numbers; cost conscious



EMPLOIS PROPOSES A L'ETRANGER

11. MANAGEMENT DEVELOPMENT INTERNATIONAL COMPANY (MDIC)

MDIC is a Management Development International Company Founded late 2005 by Hussein Rifaï, former Chairman & General Manager of LibanCell and headquartered in Down Town Beirut, it is focused on the provisioning of:

- ♥ Operations & Management of Mobile, Fixed or Data Communication Service Providers (CSP)
- ♥ Advisory & Consulting Services for Mobile, Fixed and Data CSP's
- ♥ And it is present in Armenia (Yerevan and Nagorno Karabakh)

Position

☞ CHIEF TECHNICAL OFFICER (CTO) - RÉF. 01BE-1311
Based in Nagorno Karabakh

Mission

- ♥ Manage all functions within the technical department
- ♥ Oversee and ensure timely delivery of Karabakh infrastructure and network projects
- ♥ Draw up the technology strategy
- ♥ Put forward technical targets and KPIs
- ♥ Liaise with suppliers and follow up on contractors
- ♥ Prepare the technical department & CAPEX budget for 2013
- ♥ Coordinate with all other departments
- ♥ Coordinate with the core team in Beirut
- ♥ Manage all human resources within the department

Profil recherché / Requirements

- ♥ BE in Electrical Engineering or Telecommunication or higher
- ♥ Minimum 10 years' experience in telecommunication, preferably part of it with operators
- ♥ Previous experience in Technical management, Operations management
- ♥ Having worked in various countries: a plus
- ♥ Languages: English : a must; Armenian and Russian: highly desired



12. FOR DUBAI'S REGIONAL OFFICE OF A MAJOR EUROPEAN MULTINATIONAL TECHNOLOGY COMPANY – C/O NECC

Position

☞ HR MANAGER – RMEA- RÉF. 01BE-1312

Mission

- ♥ Will have regional responsibilities
- ♥ Will handle all HR and Personnel Administration related matters for various offices within the Group namely the UAE, South Africa and Russia.
- ♥ Will handle recruitment, induction and orientation, performance appraisal management, talent management, training coordination and all personnel administration matters...
- ♥ Does not have a direct team under his/her supervision; will use the existing admin support staff.
- ♥ Will report to the Country Manager in Dubai and to the HR Director at the head office in Europe.

Profil recherché / Requirements

- ♥ Male candidate
- ♥ University degree holder, preferably in Business Administration or Law studies from well reputed universities. Post graduate degree or Masters in HR is a plus.
- ♥ Around 5-7 years of total experience in the Human Resources field on the operational side: recruitment, performance appraisal, compensation & benefits, employees relations, contracts/offers preparation, legal matters... with 2 years as Human Resources Manager or HR Supervisor or Senior HR Coordinator or related within well-reputed preferably regional and multi-branches commercial companies or Groups in Lebanon or in the Gulf countries ideally in the UAE.
- ♥ Previous experience in technology related companies is a major asset.
- ♥ Flexible and pleasant personality
- ♥ Able to deal with senior executives and gain their confidence
- ♥ Strong organizational skills, able to take initiative, autonomous
- ♥ Pragmatic. Hands on.
- ♥ Good listening skills, able to understand and solve problems
- ♥ Able to plan, coordinate and anticipate HR needs
- ♥ Excellent oral and written communication skills
- ♥ Trilingual: English, Arabic and French. Computer literate.
- ♥ Based in Dubai and willing to travel occasionally within the area.

STAGES

13. INTERNATIONAL GRADUATE PROGRAM WITH HEINEKEN



BREWING CAREERS

HEINEKEN INTERNATIONAL GRADUATE PROGRAM OPPORTUNITY

Are you looking for a long term international career?

Do you want to shine on global stage and gain the opportunity to work in virtually every continent in the world? The International Graduate Program is your chance to make an impact from day one. The aim of the IGP is to develop a pool of internationally minded individuals with the potential, capability and ambition to become senior managers in Heineken.

Landing roles are available in over 70 countries all the world in any of the below field of work

COMMERCE

FINANCE

SUPPLY CHAIN

HR

CORPORATE RELATIONS

IT

Duration: Three day comprehensive induction programme followed by three 6 month assignments (total of 18 months), each in a different Operating Company/Location across Heineken.

Requirements Needed:

Minimum:

A Bachelor's degree or graduating by August 2013 maximum - preferably a Master's degree
Between 0 to 2 years of relevant work experience (professional / voluntary / internship)
Have the desire to live & work abroad and have an international career
Should speak two languages fluently where one of which has to be English
NB: Supply Chain applicants must have a science or engineering degree
Commerce applicants must have a valid driving license

Plus:

Should have an affinity with the chosen function.
Have proven leadership skills in extracurricular activities (academia, social clubs, sports...)

Website to apply: <http://www.graduates.heinekeninternational.com>

DEADLINE TO APPLY TO THIS VACANCY IS ON FEBRUARY 28TH.

For more info or clarification:

Brasserie Almaza, as an operating company for Heineken in Lebanon is facilitating the International Graduate Program. For more information, contact Brasserie Almaza's Human Resources Department on: 01-883300 ext 137 or nancy.solta@heineken.com

