

BULLETIN EMPLOI

Juillet 2012

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 Valérie Abboud - réf 12BE-0618
- Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 23 juillet dernier délai

13 juillet 2012



SOMMAIRE

EMPLOIS PROPOSES AU LIBAN	3
01. CEDARCOM GROUP	3
☞ CHIEF OPERATIONS OFFICER - RÉF. 12BE-0701A.....	3
☞ INTERNAL AUDITOR - RÉF. 12BE-0701B	5
☞ MARKETING COORDINATOR - RÉF. 12BE-0701C	6
☞ COMMERCIAL MANAGER - RÉF. 12BE-0701D.....	9
02. FOR A MAJOR REGIONAL ADVERTISING & COMMUNICATION COMPANY IN LEBANON	10
☞ HUMAN RESOURCES MANAGER - RÉF. 12BE-0702	10
03. FOR A MAJOR MULTINATIONAL FMCG COMPANY IN LEBANON	11
☞ MARKETING MANAGER - RÉF. 12BE-0703A	11
☞ FINANCE MANAGER - RÉF. 12BE-0703B.....	12
04. FOR MAJOR MULTINATIONAL AIRLINE RESERVATION SOFTWARE COMPANY - LEBANON BRANCH	13
☞ OPERATIONAL ACCOUNT MANAGER - RÉF. 12BE-0704	13
05. A TOP 5 UNIVERSITY IN LEBANON	14
☞ DIRECTOR OF PHYSICAL PLANT - RÉF. 12BE-0705	14
06. GO GRAPHIC / THINK LUXE	15
☞ ACCOUNT EXECUTIVE - RÉF. 12BE-0706	15
07. LES AFFICHAGES PIKASSO	16
☞ MARKETING MANAGER - RÉF. 12BE-0707A	16
☞ ACCOUNT MANAGER - RÉF. 12BE-0707B	18
STAGES	19
08. AT KEARNEY	19
☞ 3 MONTHS STRATEGIC IT INTERNSHIP	19



EMPLOIS PROPOSES AU LIBAN

01. CEDARCOM GROUP

Cedarcom Group a group of three companies Cedarcom, Cedarcom Broadband and Broadband Plus. A Telecommunication company that provides broadband data services, and have grown to become largest wireless data operator in Lebanon offering fixed broadband wireless data services to the local business community, including banking, ISP, ASP, and multi-branch office companies. In December 2006, we set up the first Mobile Broadband Wireless Access operator in the Middle East, known under the brand Mobi.

Position

☞ CHIEF OPERATIONS OFFICER - RÉF. 12BE-0701A

Mission

The COO shall be responsible for leading the operations of the Group in its strategic path commensurate with the CEO's vision and objectives (short, medium and long term) whilst streamlining all efforts of all teams directed towards the success of the Group and its stakeholders.

General Management

- The COO shall oversee the organization of the Group and the Group Companies, implement plans for the Group and the Group Companies and manage the Group's and the Group Companies' financial and physical resources

Decision Making

- The COO shall formulate policies and present recommendations to the CEO, guide the staff's course of action and provide recommendations of appropriate mergers and acquisitions

Leadership

- The COO shall advise the CEO on key issues, advocate and promote the Group's vision and mission, cultivate target oriented environment and motivate the employees in the Group

Politics and Programs

- The COO shall formulate and execute major policies, programs and objectives in order to promote and ensure the continuing success and growth of the Group and the Group Companies

Strategic and Tactical Growth

- The COO shall execute the strategic and tactical operational growth plans for the Group and the Group Companies, with particular emphasis on continued expansion into new products and markets dealing with paid support group programs

Envisioning / Communication

- The COO shall ensure that the staff and CEO have sufficient and up-to-date information, shall evaluate the viability of change opportunities, interface between Board of Directors and employees, interface between the Group and the community, translate corporate vision in action plans, fully communicate and articulate the corporate vision to persons within the firm and to those persons outside the firm

Profit Objectives

- The COO shall achieve maximum efficiency and profit objectives through the efforts of a strong management team

Corporate Culture

- The COO shall foster an achievement and performance-oriented culture based on continuous learning principles where employees are motivated and rewarded for both individual and team contributions based on performance appraisals



Balanced Score Card

- The COO shall implement the balanced score card within the Group

Program, Product and Service Delivery

- The COO shall oversee the design, marketing, promotion, delivery and quality of the programs, products and services related to small group seminars

Financial, Tax, Risk and Facilities Management

- The COO shall recommend a yearly budget for the CEO's approval and shall prudently manage the Group's resources within those budget guidelines according to the Law

Human Resources Management

- The COO shall manage the human resources of the Group in accordance with authorized personnel policies and procedures that fully conform to the Law and shall develop the management of the personnel and implement effective succession plans

Community and Public Relations

- The COO shall ensure that the Group and its business, programs, products and services are consistently presented in strong, positive image to relevant stakeholders. The COO shall equally establish and maintain strong relationships with profit and non-profit corporate entities necessary for ensuring the Group's and the Group Companies' continued growth

Fundraising and Loans

- The COO shall oversee fundraising planning and implementation as well as loan structuring for the Group's and the Group Companies' growth programs requiring fundraising, including identifying resource requirements, researching funding sources, establishing strategies to approach fundraisers, submitting proposals and administrating fundraising records and documentation where appropriate

Suppliers and Clients ISPs

- The COO shall build and maintain excellent relationships with the Group's suppliers and clients while maintaining high customer satisfaction levels

Management Information System (MIS)

- The COO shall ensure the implementation of the appropriate MIS systems that are aligned with the Group's products and services whilst taking into consideration the future growth plans of the new products and services to be introduced and aligned with the Group's internal procedures and policies relating to the call center trouble ticketing, CRM, Disaster Discovery and other internal software systems.

Financial Management

- The COO shall plan, develop, organize, direct and evaluate the Group's and the Group Companies' fiscal function and performance.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Board and other senior executives in performing their responsibilities.
- Enhance and /or develop, implement and enforce policies and procedures of the Group and the Group Companies by way of systems that will improve the overall operation and effectiveness of the Group and the Group Companies.
- Establish credibility throughout the Group and with the Board as an effective developer of solutions to business challenges.
- Provide technical financial advice and guidance to others within the financial discipline.
- Provide continual improvement of the budgeting process through education of department executives on the financial issues impacting their budgets.
- Provide strategic financial input and leadership on decision-making issues affecting the organization i.e. evaluation of potential alliances, acquisitions and / or mergers, pension funds and investments.
- Optimize the handling of bank relationships and initiate appropriate strategies to enhance the Group's cash position.



- Develop a reliable cash flow projection process and report mechanism which includes minimum cash threshold to meet operating needs.
- Act as a financial advisor on any contract into which the Group may enter.
- Evaluate the finance division structure and team and plan for continual improvement of the efficiency and effectiveness of the Group and the Group Companies.
- Comply with all Group's rules and procedures and ensure the implementation and control of revenue assurance policy in the Group.

Evaluation

- The COO shall evaluate the productivity of all Group departments, the financial status of the Group, the sales of the Group, the performance of the Group's employees etc.

Reporting

- The COO shall report to the CEO and inform the CEO of all major decisions regarding operations, sales and investment strategies. All managers and executives of the Group and the Group Companies shall report to the COO. The monthly reporting that is required to be issued by the COO to the Chairman of the Board include but is not limited to the list below, and may be changed from time to time upon written request instructions of the Chairman:
- Executive report on the Group's and the Group Companies' general status, which includes sections on technical, HR, sales & CRM, MoT/TRA, etc.
- Dashboard KPI report.
- Balance sheet, profit and loss, cash flow statements of the Group and the Group Companies, including consolidated statements.
- Comparative report of month to month, quarter to quarter and year to year.
- Project based report.

Profil recherché / Requirements

Education

- A Bachelor Degree, preferably in Telecommunications or Business Administration

Experience

- Min 10 years of related experience

Languages

- Native Arabic and English

Required Knowledge, Skills and Abilities

- Ability to choose the right mathematical methods or formulas to solve a problem

Position

☞ INTERNAL AUDITOR - RÉF. 12BE-0701B

Mission

- Conduct internal audit activities, focusing primarily on financial and operational audits.
- Execute the annual audit plan and performs duties necessary to achieve the internal audit objectives and scope.
- Review the reliability and integrity of financial and compliance information.
- Assist in fraud investigations and any type of loss. Investigates and recommends action to be taken when there are weaknesses in internal controls, compliance or accuracy of information.
- Evaluate the internal control issues of departments.



- Monitor and control all reports generated by the Company's reporting system to ensure operations are performed adequately and carry out investigations when necessary.
- Structure the internal control system and the flow of documents between departments on a daily basis.
- Audit the Trial Balance to make sure it matches the closing reports.
- Audit the transitory accounts, the petty cash, cash and the bank balances.
- Audit the segregation of duties with conflict existing in jobs done by the same accountant.
- Audit checks returned, checks under collection, and checks in safe box.
- Coordinate monthly Audit and ensure financial records are accurate as reported in Monthly Closing Reports.
- Report Budget Variation of actual results of P&L, BS and Cash Flows vs. Budgets.
- Prepare the internal auditing system according to the goals and activities used in order to confirm the commitment of the executive departments to the rules and regulations of their fields.
- Ascertain that all expenses incurred and revenues earned by the Company are processed promptly in accordance with the terms and conditions of transactions and authorizations and that all other payments due by the Company are settled in due time.
- Ensure that all tax reports such VAT, income tax, R10, R5, R6..... & NSSF report are accurate and sent on timely manner

Profil recherché / Requirements

Education

- A Bachelor's Degree in Accounting or Auditing. A Master's degree is preferred. CIA or CPA is a plus

Experience

- 3 to 5 years of experience of related work experience

Languages

- Native Arabic and English

Required Knowledge, Skills and Abilities

- MS Office knowledge
- Very good communication and organizational skills
- Ability to work in a team and maintain good interpersonal relations
- Ability to work under pressure

Position

☞ MARKETING COORDINATOR - RÉF. 12BE-0701C

Mission

The Marketing Coordinator is responsible for creating interest and demand for Cedarcom /Mobi products through display advertising, company website, Mass E-mail, Mass SMS, Radio Ads, Radio Shows and events. In addition, the Marketing Coordinator is responsible for all conception and copywriting for all collateral pieces, advertising, Mass Email, etc. This person also acts as a gatekeeper to maintain a consistent company image, and positioning. Marketing Coordinator works with the Ad agency for conception and design, and coordinates the campaigns within the other marketing departments--especially with Channel Marketing and Inside Sales to ensure a consistent execution of the marketing and sales plan. MarCom is responsible for preparing a detailed annual budget and for tracking and maintaining the budget.



Collateral Materials & Copywriting

- The Marketing Coordinator works with the Marketing Manager and Ad agency to write design and maintain the collateral material, company website and ads.

Display Advertising

- Responsible for proposing and managing the entire consumer media display campaign to create demand and awareness for Cedarcom /Mobi brands and products.
- Create the media schedule for to target end users, corporate and resellers.
- Negotiate the best pricing.
- Create or direct the conception and production of Ad conception, copy and materials.
- Create a tracking system created in design and linked to fulfillment to measure the effectiveness of each publication and campaign. Prepare quarterly reports documenting the ROI.
- Ensure a uniform, consistent product and corporate image through the media.
- Maintaining and building contacts with the media;
- Writing and distributing press releases;
- Evaluating marketing campaigns & write summary reports to the MSM;
- Managing the production of marketing materials, including product packaging, leaflets, posters and flyers - this can involve writing and proofreading copy and liaising with designers and printers;
- Arranging for the effective distribution of marketing materials;

Events Management

- Organizing and attending events and exhibitions;
- Evaluating events: direct sales results, improvement in brand and products awareness, and update in company customer database

Website Management

- Responsible for creating an exciting worldwide presence for Cedarcom /Mobi via the Internet.
- Create a corporate image home page and keep it updated with news, and promotions.
- Map and plan the site to ensure the most effective plan-o-gram. Measure the page statistics and ensure visitors are going where intend.
- Create and maintain online news groups.
- Ensure Cedarcom /Mobi has regular promotions to encourage repeat site traffic.
- Personalize the site with photos and personality.
- Consistently update all major Internet search list to ensure Cedarcom /Mobi's properly referenced.
- Create and maintain a reseller section including a reseller lookup database
- Set up tracking pages that complement the ads and count hits from each ad campaign.
- Event marketing: maintain an online calendar for events; include photos of recent events and shows.
- Design and prepare web banner sales kit including price list, viewer profiles, etc. in order to aid in sales of online banner

Direct Response & Direct Marketing

- Responsible for revenue objectives by selling Cedarcom /Mobi product directly via events, direct SMS, direct E-mail, and the Internet.
- Manage and coordinate any outside agencies used in association with duties. Including ad agencies, conception groups, design/production houses, database management, etc.
- Create the direct response placement schedule.
- Create or direct the conception and production of Marketing Coordinator conception, copy and materials.
- Deliver materials to fulfillment or direct database mailing house.
- Ensure that new leads are tracked and entered within the company database.
- Ensure that telemarketers are delivering the right messages, by preparing sales scripts, telemarketing email templates, etc...
- Prepare a tracking and analysis system that is used to monitor results of each campaign.



- Include the analysis of the campaigns within the quarterly report.

Tracking & Database Maintenance

- The Marketing Coordinator is also responsible for maintaining the company database--either directly or indirectly. The data must be updated, and accessible for direct upgrade mailings, direct fax, direct SMS, and direct E-mail.
- Responsible for ensuring consistent, accurate data and for coordinating with the other departments to encourage conformance.
- Responsible either directly or indirectly for registration data entry from cards or via import from the Web site.
- The company database always needs to be requisitioned through the Marketing Coordinator.

Product Development

- Develop new programs and plans to follow the market needs, and the company vision.
- Create new plans and services to insure subscribers' fulfillment and growth.
- Negotiate and coordinate with partner ISPs on promotions, new packages, new plans, etc... and recruit new ISPs.
- Develop pricing strategies for Cedarcom/Mobi products and packages.

Revenue Growth

- Monitor the churn rate, analyze its causes, and develop strategies to minimize the churn.
- Develop plans to insure subscribers' growth and consistent of yearly budget growth.
- Oversee reports on user behavior, growth/ISP, and other useful reports.
- Plan and market value added services.

Budget

- The Marketing Coordinator is responsible for preparing a comprehensive budget for all communication needs on an annual and quarterly (if needed) basis to fund the proposed advertising and direct response campaign. The Marketing Coordinator is then responsible to record, track and follow the budget. If new opportunities arise, or unseen expenses are incurred then a revised budget should be proposed for possible adoption.

Profil recherché / Requirements

Education

- Bachelor's degree in marketing, business, communications, or a related field is required

Experience

- Ten or more years of experience in marketing, communication, and direct response

Languages

- Native Arabic and English

Required Knowledge, Skills and Abilities

- Ability to choose the right mathematical methods or formulas to solve a problem
- Requires excellent written and verbal communications.
- Ability to effectively work under tight deadlines and manage projects independently.
- Resourcefulness in solving problems.
- Excellent people skills and an upbeat and enthusiastic attitude.
- Strong organizational skills and keen attention to detail.
- Strong computer skills.
- Superior professionalism and judgment.
- Strong work ethic.
- Expert, or aggressively learn the advanced guidelines for direct response, sellable Ad copy, media placement, negotiation techniques, tracking methods, and database marketing.



Position

☞ COMMERCIAL MANAGER - RÉF. 12BE-0701D

Mission

Plan, implement, and manage the sales and marketing activities in order to meet company targets for growth and profitability :

Sales Duties

- Recruit, manage, train and motivate Sales Dept. staff according to company procedures, policy and employment law
- Plan and manage sales and marketing resources according to agreed budgets and business objectives
- Plan and implement marketing strategy, including, market segregation, PR, and Promotions
- Monitor customer preferences to determine focus of sales efforts
- Plan and implement sales and customer retention and development plans
- Manage relevant reporting of management and financial information for the sales and marketing departments
- Maintain and promote positive relationship with major accounts
- Resolve customer complaints regarding sales and offered services

Other

- Lead and motivate sales force to achieve set objectives and to advance in career within the company.
- Achieve Yearly Sales Targets set for the Sales Dept.
- Maintain 100% client retention and satisfaction.
- Maintain updated and correct information within CRM database.
- Report clearly on all abnormalities in service rendered by the Technical Dept.
- Maintain continuous growth in terms of revenue and number of clients.

Profil recherché / Requirements

Education

- BS in Computer Sciences, Business Administration, Marketing, MIS or CCE. MBA is a Plus

Experience

- 2-3 years of experience in Sales Management position in IT and/OR Telecommunication industry

Languages

- Native Arabic and English

Required Knowledge, Skills and Abilities

- Strong interpersonal and communication skills.
- Strong organizational skills and detail oriented.
- Strong Sales Management skill.
- Ability to foster a cooperative work environment.
- Ability to coordinate and organize meetings and/or special events.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to make evaluative judgments.
- Ability to negotiate and manage contractual arrangements.
- Ability to investigate and analyze information and to draw conclusions.
- Ability to analyze and solve problems.
- Ability to plan, to organize, and to implement a range of sales promotion programs and/or events.
- Ability to develop, to plan, and to implement short- and long-range goals



02. FOR A MAJOR REGIONAL ADVERTISING & COMMUNICATION COMPANY IN LEBANON

Position

☞ HUMAN RESOURCES MANAGER - RÉF. 12BE-0702

Mission

- Will manage the HR department, lead and coach the team.
- Will originate and lead HR practices and objectives to provide a peak performance culture that emphasizes empowerment, quality, integrity, and creativity within the Group
- Will be responsible for
 - Talent Acquisition: recruitment & internships; internal rotations
 - Staff on-boarding: managing new recruits induction and orientation
 - Talent Management: employee development (training, workshops, professional learning), succession planning, engagement surveys
 - Performance Appraisals: objective setting, mid & yearend reviews
 - Compensation & Benefits: market surveys and benchmarking, will establish competitive pay scales and benefits, administer payroll and social security matters
 - Organizational departmental planning
 - Policies & Procedures development and implementation
 - Business & Organizational alignment for employees and departments/business units
 - HR Operations (Health Insurance, Vacations, Salary Certificates...)
 - Measurement and metrics
 - Employee safety, welfare, wellness and health;
 - Employee relations and counseling
- Will coordinate HR matters with MDs of different units, and seek alignment on main Group initiatives
- Will propagate Group culture and values
- In addition to other related HR tasks as assigned

Profil recherché / Requirements

- Age ideally between 35-45 years old
- University degree in Business Administration or Psychology, or Sociology from well-reputed universities. Masters Degree or DESS or PHR or SPHR in Human resources is a definite plus.
- Around 7-10 years of experience in the Human Resources field as HR Manager or HR Director or Regional HR Manager or related within well established regional multi-branches or multinational companies.
- Previous HR experience in the advertising sector is a plus
- Knowledge of the Lebanese and key Middle Eastern countries employment laws is a major plus
- Occasional travel to Middle East and other countries
- Presentable, energetic, hard worker and team player
- Enjoying a flexible and pleasant personality
- Team leader and player
- Strong organization skills; sense of priority and respect of deadlines
- Patient and good listener. People oriented
- Highly motivated; creative
- Strategic mind, especially when faced with difficult challenges
- Sense of initiative and follow-up



- Excellent written & verbal communication skills
- Experienced in working within diverse cultures
- Bilingual: English/Arabic
- Computer literate

03. FOR A MAJOR MULTINATIONAL FMCG COMPANY IN LEBANON

Position

☞ MARKETING MANAGER - RÉF. 12BE-0703A

Mission

- Will lead the marketing agenda in Lebanon; developing and implementation focused plans to accelerate growth behind key strategic areas
- Will manage the company's brands portfolio, and continuously work on innovating plans to drive growth, improve positioning, and increase awareness
- Will be responsible for the Marketing Budget ensuring that it is spent effectively
- Will build a high performing marketing team ensuring sufficient development plans are in place to build future business leaders
- Will inspire and motivate the commercial team to fully engage behind brand strategies
- Will understand the complex motivations of shoppers, consumers and customers across all channels
- Will lead and inspire the agencies to develop outstanding brand initiatives
- Will interface with distributors to take insights and keep track of changing market dynamics
- Will continually beat the plan and beat the competition in Lebanon
- Will develop highly effective brand strategies for Lebanon on a deep understanding of consumers insights and market dynamics
- Will embed compliance policy within internal and external teams
- Will lead the business reviews to drive key decision making on investment, planning and performance and aligning all stakeholders

Profil recherché / Requirements

- University degree holder, preferably in Business Administration, major Marketing from well-reputed universities.
- Around 8-10 years of Marketing experience within well-established regional or multinational FMCG companies in Lebanon or in the Gulf as Marketing Manager or Marketing Director or related handling major leading brands.
- Energetic, outgoing and self-motivated.
- Innovative and creative mind.
- Deep understanding of consumers and shopper insights
- Able to think strategically vs. day to day operations
- Strong analytical skills and commercial insight
- Able to engage and inspire across the organization
- Experience in Cross-functional/cultural team working.
- Proven track record in owning and delivering great brand performance.
- Able to work effectively in a large complex fast moving organization.



- Highly organized “self starter” with very strong inter-personal and management skills.
 - Good communication and presentation skills.
 - Bilingual: English, Arabic – French is a plus
 - Good computer literacy
-

Position

☞ FINANCE MANAGER - RÉF. 12BE-0703B

Mission

- Will lead, coach and motivate the accounting and finance teams.
- Will manage the Lebanon functional finance agenda through deep knowledge of the Lebanese market, legislation and culture
- Will optimize the quality and sustainability of the financial performance of the region by supporting the decision making of the Lebanon team, challenging the business for future performance and seeking out innovative ways to beat the plan and the competition. Will establish controls, respect compliance and ethics environment of the highest standard in line with the company’s code of conduct and policy expectation through process, systems and capability build.
- Will drive a risk aware approach to the both internal and external environment
- Will be responsible for the statutory accounts management & reporting and drive data accuracy, acknowledge all liabilities and ensure local tax regulation compliance
- Will handle the transactions accounts management, credit management of customers, cash, banks & treasury management.
- Will work on enhancing a locally developed back-office application software including Accounting, Payables & Receivables, Inventory & Payroll
- Will liaise with Credit Management / Commercial teams and customers
- Will coordinate closely with the internal and external auditors as well as tax auditors
- Will manage relations with local authorities: customs, tax department, ministry of commerce and so on.

Profil recherché / Requirements

- University degree holder; preferably in Business Administration, majoring in Finance or Accounting from well reputed universities. Masters in Finance or CMA or CFA or MBA is a plus
- Minimum 7-10 years of Accounting and Finance experience within major regional or multinational ideally FMCG (food, beverages, pharmaceuticals, ...) companies in Lebanon or in the Gulf with a minimum of 3 years as Finance Manager or Financial Controller or Finance Director or related
- Previous experience in External Audit might be also considered as relevant
- Deep practical application of finance and accounting operations
- Strong yet flexible personality
- Team leader and player
- Able to impose confidence and respect
- Trustful and loyal; high ethical values
- Business acumen; mature; at ease with numbers; cost conscious
- Able to support the General Manager with proper input on numbers, analytics and controls
- Sense of initiative and results oriented
- Able to analyze, interpret and evaluate financial data
- Passionate about people development



- Well exposed to standards, procedures, regulations and compliance matters
- Able to maintain appropriate relationship with third parties: banks, insurance companies, lawyers, auditors, ministry of finance, NSSF...
- Good knowledge of general accounting principles, methods and application
- Good knowledge of Lebanese taxation and NSSF regulations and laws
- Good written and verbal communication, reporting and presentation skills
- Bilingual: English, Arabic – French is a plus
- Good computer literacy especially Excel

04. FOR MAJOR MULTINATIONAL AIRLINE RESERVATION SOFTWARE COMPANY - LEBANON BRANCH

Position

☞ OPERATIONAL ACCOUNT MANAGER - RÉF. 12BE-0704

Mission

- Will maintain an up to date knowledge of the GIGADA, the Worldspan PCA and other Suppliers Services Contracts.
- Will maintain a working knowledge of the traditional and low cost airline and rail distribution markets, fares, industry trends and competitive landscape, issues and drivers.
- Will organize and own the development and maintenance of the department's customer relationship management tool, including arrangement of any necessary training.
- Will develop and maintain the standardized documentation related to Supplier Services that is required when Galileo is responding to either a 'Request for Proposal (RFP)' or 'Request for Information (RFI)', or other external presentations.
- Will ensure that all sales collateral, including product briefs, presentations and proposals, slicks, demos reflect a consistent corporate look and feel. Will organize and manage the introduction of such collateral to the team.
- Will create and maintain ad hoc Supplier Services product development status documentation, as required, and support marketing initiatives (newsletter, extranet, intranet...).
- Will liaise with the other departments often on a global basis, particularly with Finance, Legal, Sales, Marketing and various business operations groups.
- Will organize and execute with perfect accuracy and timeliness all Supplier communication initiatives, including those related to pricing and other contractual changes.
- Will own operational account management for these 'non-traditional' customers and act as the first point of escalation for queries that are not resolved via the usual customer service channels.
- In addition to other related tasks as assigned

Profil recherché / Requirements

- University graduate from well reputed universities in Lebanon or abroad. Masters degree or MBA is a plus.
- Min. 3-5 years of account management and/or sales experience as Operations Account Manager or Sales Manager or Key Accounts Manager or Customer Service Manager or related, within well established ideally Service Companies in Lebanon or abroad



- Previous experience within the airline and travel industries and related is a major plus
- Interesting profiles coming from other service industries will also be considered as potential
- Previous experience using Galileo, Apollo or Worldspan either directly or as a supplier or travel agent is helpful.
- Mature, patient and hard working individual.
- Young, energetic and outgoing
- Field person. Customer-driven, problem solver
- Dependable, with a good attendance record.
- Able to handle multiple projects simultaneously and assign priority according to company guidelines.
- Must be self motivated, tenacious, a proactive team player
- Willing to accept change and embrace new ideas with a focus on contributing to the overall success of the customer, the team and the company.
- Strong organizational skills, able to prioritize and present information in an easy to understand manner.
- Excellent communication skills, written and verbal
- Fluent written and spoken English and Arabic essential, with French as a plus
- Computer literate, strong knowledge of Microsoft Office with particular focus on Word, Excel and PowerPoint.
- Knowledge of Siebel or other CRM software is a plus.
- Based in Lebanon and willing to travel extensively in the Levant area

05. A TOP 5 UNIVERSITY IN LEBANON

A top 5 university in Lebanon, with more than 7 schools offering top end education and specialization programs in many fields of study ranging from, the arts and sciences of business to the engineering & design as well as to the medicine and nursing.

Position

☛ DIRECTOR OF PHYSICAL PLANT - RÉF. 12BE-0705

Department: Facilities Management

Reporting to: AVP- Facilities Management

Location: Beirut, Lebanon

Mission

Head the physical plant office, supervise and implement all its maintenance functions by managing four units: Operations, Maintenance, Safety and Engineering

- Plan, develop, and monitor the implementation of Systems Operation and Maintenance Programs.
- Ensure proper progress of planned schedules of requests.
- Prepare asset condition reports of facilities, equipment and furnishing.
- Oversee the outsourcing of maintenance services by:
 - Assessing the requests for outsourcing maintenance, repair and subscription services.
 - Recommending the appropriate outsourcing of maintenance and repair building system
 - Reviewing and approving bid documents
 - Ensuring proper implementation of all outsourcing contracts
- Plan, direct and supervise capital and renovation projects through the in-house engineering unit, acting as the commissioning agent from Pre-Design to Post-Occupancy. This includes the design and design



- review, specification definition, material submittal and shop drawing review, execution, testing & commissioning, and handing over of MEP, Safety, and accessibility systems
- Ensure proper planning, designing, development, implementation and tracking of:
 - Guidelines for renovation and construction projects
 - Systems operation and maintenance programs
 - Energy management methods and building systems such as BMS for equipment control, energy management including energy costs and equipment runtime reporting, fire alarm systems, CCTV, Access control systems....
 - Occupational & Environmental safety programs
 - Emergency response plans
 - Department plan and related budget
 - Review and approve technical specifications, technical & operating cost analysis, and recommend the purchase of equipment and systems for different university schools and divisions.

Profil recherché / Requirements

- B.E. degree in mechanical engineering
- Master degree is a plus
- Minimum 15 years of relevant experience in a managerial setting
- Knowledge of MS office and CMMS
- Knowledge of applicable building codes, standards, design and specifications of mechanical and electrical systems
- Knowledge of design and commissioning processes
- Knowledge of environmental health and safety codes
- Excellent communication, leadership and interpersonal skills
- Good English reading, writing and reporting skills

06. GO GRAPHIC / THINK LUXE

www.gographicdesign.com / www.think-luxe.com

Position

☞ ACCOUNT EXECUTIVE - REF. 12BE-0706

Mission

- Relation entre les clients et le département créatif ("client servicing") .
- Relation entre les clients et la Managing Creative Director .
- Contact avec les imprimeurs pour les demandes de devis, lancement des projets d'impression, suivi puis contrôle qualité avant la livraison au client.
- Booking media + plans medias.
- Stratégies et plans marketing.
- Prospection, nouveaux clients ("sales") .



Profil recherché / Requirements

- Diplôme: Gestion/business, marketing ou pub et vente, avec un master en communication de l'ESA (plus).
- Personnalité: Le candidat doit être très organisé, dynamique, responsable, créatif, sociable (sens du PR) et patient.
- Langues parlées et écrites: Anglais ET Français.
- Computer Skills: Microsoft Office (Word, Excel, PowerPoint) + Adobe Acrobat Professional (connaissances en Photoshop sont un plus).
- Horaires de Travail: Lundi au Vendredi, de 9:00 à 18:00 / Pause déjeuner de 13:00 à 14:00
- Lieu de Travail: Achrafieh, dans le secteur Mathaf, aux alentours de l'Ambassade de France et du Lycée Français.

07. LES AFFICHAGES PIKASSO

Position

☞ MARKETING MANAGER - RÉF. 12BE-0707A

Mission

Job Purpose

- Set marketing plans, budgets and goals for the organization.
- Coordinate with the subsidiaries of Pikasso for all the marketing activities abroad.

Main Tasks

- Perform negotiations, cost control and quality control on all matters related to the marketing aspects of the division.
- Determine the demand for products and services offered by the company and its competitors, and identify potential customers.
- Benchmark, research and monitor competitor's activities and maintain an up to date library.
- Identify, create and analyze new business opportunities, projects and ideas.
- Conduct industry research and feasibility studies to find innovative ideas, products and new trends.
- Perform comparative reports to include full specifications, decorative value, power consumption, advertising estimation and market share.
- Aim continuously at creating new markets and recommending new products.
- Establish a fact book to keep updated records about market share, actual advertising and promotional spending versus budgeted.
- Prepare yearly and monthly sales forecast of all brands, and ensure a marketing plan that will allow achieving the target: sales, market share, prices, advertising and distribution.
- Plan and direct advertising policies and programs to produce material such as posters, contests, coupons, or give-away, to create extra interest in the purchase of products for the company
- Define advertising strategies to include the description of target audience, stress the message and pinpoint the right media (newspapers, TV, Radio Station, Magazines).
- Monitor and analyze sales promotion and advertising results to determine cost effectiveness of the campaigns.
- Inspect layouts edit scripts, audio and video tapes, and other promotional material to ensure adherence to specifications.



- Coordinate all advertising requirements such as photography, media schedules, domestic and foreign exhibitions.
- Introduce, prepare and execute all promotional and collateral materials, pamphlets, calendars, CD pockets, brochures towards the promotion of the company's corporate image.
- Supervise and direct all public relations and advertising activities of the company.
- Coordinate with the advertising agencies to implement the yearly advertising plan as well as the advertisement layout that are to be inserted in the media.
- Coordinate and contact the newspapers and magazines and send letters of bookings according to the company's advertising plan.
- Coordinate with the journalists of the business magazines and newspapers to publish news and articles about the company.
- Prepare the company weekly internal newsletters, weekly industry newsletters, monthly client newsletters in addition to the newsletters for Jordan, Iraq and Algeria.
- Coordinate with the catalogue suppliers on a yearly basis the layout, texts and printing of the company's yearly catalogue.
- Issue updated Pikasso and AGEV catalogues detailing the products.
- Control the stock status for the various brochures and catalogues.
- Prepare all power point presentations related to the company's products.
- Prepare the Ipad presentations related to the commercial activities.
- Ensure the content of the Pikasso website is updated on a daily basis.
- Develop content and communicate news to animate the social platforms of the company.
- Handle the Photo shooting and Image database to be used for the various communication materials.
- Coordinate with the partners for all the sponsored projects by Pikasso.
- Provide the necessary marketing and communication tools for AGEV (presentations, catalogues, website, outdoor and press ads, greeting cards).
- Recommend pricing strategies with the goal of maximizing the firm's share of the market.
- Confer with the department heads and/or staff to discuss topics such as contracts, selection of advertising media, or products to be advertised.

Profil recherché / Requirements

Qualifications/Experience

- University graduate with a BA in Marketing and Advertising or General Business (MBA is a plus)
- 7-8 experience in Marketing, with 2 years in a managerial position, preferably in an advertising or media agency.
- Fluent in English, French and Arabic.

Skills, Competencies & Knowledge

- Computer Literate with good knowledge in MS office.
 - Good Judgment and Analytical Skills.
 - Dynamic and able to work under pressure.
 - Good managerial and Leadership skills.
 - Excellent communication and organization skills.
 - Detail oriented.
 - Creative and Innovative.
 - Good Knowledge of Customer and Personal Service
-



Position

☞ ACCOUNT MANAGER - RÉF. 12BE-0707B
Reports to Regional Commercial Director

Mission

Job Purpose

Manage a portfolio of the company's largest accounts for high-profile clients and top business leaders, and ensure the company sales objectives are delivered.

Apply various strategies to meet expected growth targets set by the company, and ensure high customer satisfaction.

Main Tasks

- Ensure high customer service and build strong relationships with existing clients to maximize revenues potentials.
- Maintain current clients, identify and approach new potential clients.
- Ensure regular visits to agencies and clients.
- Follow up the sales activities with clients and agencies.
- Prepare media plans based on client needs.
- Accompany clients to visit panels on site when needed.
- Ensure monthly sales targets are reached.
- Follow up the client's approval.
- Prepare a daily minutes of meetings to be shared with the commercial team on the meetings of the day.
- Update the administrative department on all contact details of new and existing clients in order to maintain an updated mailing list.
- Ensure regular circulation of information to other departments in a timely manner.
- Prepare and ensure detailed correspondence of minutes of meetings related to the decisions taken.

Profil recherché / Requirements

Qualifications/Experience

- University graduate with a degree in Marketing, Advertising or Public Relations.
- Minimum 3 years experience in sales with at least 1 year in a senior or managerial position in a related field.
- Fluent in English, French and Arabic.

Skills, Competencies & Knowledge

- Computer literate with good knowledge in Excel, Word and Outlook
- Strong interpersonal and negotiation skills
- Strong leadership and decision making
- Customer oriented
- Good communication skills
- Ability to adapt to different situations
- Good problem solving skills and be able to deal with complex situations

STAGES

08. AT KEARNEY

Position

☞ 3 MONTHS STRATEGIC IT INTERNSHIP



ATKearney

...now you can become a global player.

When you were young, you played video games...

We are looking for talented individuals who speak the language of both business and IT, with a strong desire to develop innovative strategies for our international clients.

We offer:

- 3 months strategic IT internship, on
- 2 different continents, for
- 1 lifetime experience.

Please send your application to entrepreneur@atkearney.com
For more information, please visit www.atkearney.com

AT Kearney