

# BULLETIN EMPLOI

Juin 2012

## PROCEDURE DE DEPOT DE CANDIDATURE

- Envoyer votre CV par mail à [emploi@esa.edu.lb](mailto: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 28 juin dernier délai**

20 juin 2012



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## EMPLOIS PROPOSES AU LIBAN

### 01. L'ORÉAL LIBAN

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*L'ORÉAL LIBAN is a subsidiary of the L'ORÉAL group, established in Lebanon in January 2000. L'ORÉAL is the world leader in personal care and beauty business, with over 67,000 employees worldwide and with a portfolio of 25 international brands.*

#### Position

☞ GROUP PRODUCT MANAGER - RÉF. 12BE-0601A

#### Mission

- Manage product portfolio to contribute to brand development
- Implement new product launches
- Contribute to local adaptation of advertising creative material; analyse media recommendations
- Locally adapt international advertising creative material
- Implement promotions and ensure implementation of trade marketing plan
- Listen to and develop a deep understanding of consumers; develop insights, give feedback and recommendations on DMI paniers
- Analyse data on product segment/category to make recommendations to management
- Manage PPP budget for group of products and highlight issues
- Interact effectively with other departments (sales, logistics, training departments...) to support marketing objectives
- Develop and manage the team. Ensure development and continuity of team expertise and know-how

#### Profil recherché / Requirements

- Bachelor Degree preferably in Business Marketing. Master's degree is a plus.
- 4-5 years of relevant experience
- Good written and verbal communication skills
- Computer knowledge
- Bilingual: Arabic and English. French is a plus

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#### Position

☞ BUSINESS UNIT CONTROLLER - RÉF. 12BE-0601B

#### Mission

- Manage the plan, budget and trends: quantify major objectives
- Analyze and elaborate solutions with the Management
- Propose -Draw out the relevant KPIs to advise the General management and propose corrective actions
- Control business and operating expenses within BU departments
- Seek for areas of savings and productivity and make proposals (systems and structures optimization, costs analysis...)
- Manage the BU reporting, using the internal reporting system
- Ensure the respect of procedures and best practices of Internal Control
- Follow-up headcounts



### Profil recherché / Requirements

- University graduate, preferably in Business Administration with an emphasis in Finance or Economics. Master's degree is a plus.
- 3-5 years of relevant experience
- Good written and verbal communication skills
- Bilingual: Arabic and English. French is a plus

## 02. BRASSERIE ALMAZA

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### Position

☞ OFF TRADE SALES SUPERVISOR - RÉF. 12BE-0602

### Mission

The Off Trade Sales Supervisor is responsible for achieving the sales targets for his / her region through managing a team of route sales representatives; he / she is also responsible for ensuring customers satisfaction and identifying improvement opportunities to develop the region.

Responsibilities include but are not limited to:

- Planning actions in order to increase sales
  - Cooperate with the Sales Manager for the preparation of sub regional sales plan, the preparation of individual sales plans, the preparation and implementation of action plan
  - Define sales tactics and activities for key and other customers in assigned region in cooperation with the Sales Manager
  - Set the area's forecast and targets on monthly basis and allocate these targets to the appropriate sales representative
  - Establish and follow-up the routing of Sales Representatives to ensure customers are serviced efficiently on a regular and scheduled basis and to minimize mileage and vehicle's costs
- Managing the work of the team
  - Plan and manage the team's meeting
  - Provide sales representative a proper coaching to correct mistakes, improve performance and give the unit effective sales training techniques and customers' service skills
  - Assist subordinates in sales achievements compared to target set
  - Ensure that sales representatives are properly completing reports, customer cards or other administrative tasks
  - Evaluate the team's results regularly and set new individual targets
- Developing and maintaining customers' relationship
  - Prepare and negotiate contracts with key customers
  - Exploit all sales opportunities; promote aggressively the sales of our products
  - Take feedback from the market and identify opportunities for improvement by performing regular market visits, maintaining good relationships and solving existing problems
  - Negotiate and propose sales conditions for new important customers, prepare all kinds of contracts for key customers and submit them to the Sales Manager for approval
- Preparing and organizing the visibility execution plan
  - Manage POSM and free goods distribution after taking into consideration sales representatives suggestions and control the execution of the quota.
  - Collaborate with the marketing department regarding marketing strategies and measure the effectiveness of promotional campaigns on sales.
  - Control placement of the company's coolers and refrigerators to ensure the best possible location in the outlet.
- Generating sales reports



### Profil recherché / Requirements

- Education level : BA in business or equivalent
- Experience : 3 years of experience in sales; at least 1 year as a Sales Supervisor
- Languages : Good command of English; French is a plus
- Computer skills : Good command of Excel, Word, and PowerPoint
- Competencies : Able to persuade and influence others, good negotiation skills, analytical skills, decision and initiative skills, good supervisory skills and a good team leader

## 03. CARNEGIE MIDDLE EAST CENTER

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### Position

ADMINISTRATIVE AND HUMAN RESOURCES MANAGER - RÉF. 12BE-0603

### Mission

- The Carnegie Middle East Center, based in Beirut, Lebanon, is seeking an Administrative and Human Resources Manager to ensure the smooth operation of financial, human resources, and other administrative functions at the Center. Responsibilities will include:
  - budget monitoring and management;
  - purchasing and contracting; proposal management and financial reporting;
  - recruitment and performance appraisals;
  - managing legal and public administration transactions;
  - ensuring smooth day-to-day office operations; expenses, accounting and audit transactions.
- The Manager will work closely with the Director of the Center and with the Senior Director of Human Resources and Administration in the headquarters office in Washington DC.
- The Manager will oversee an administrative and clerical staff of two others and will liaise with the Center's legal and accounting consultants.

### Profil recherché / Requirements

Ideal candidate will have :

- a graduate degree in management, HR, or related field;
  - minimum five years' experience in a similar position;
  - fluency in Arabic and English (French is a plus);
  - proven organizational, communication and leadership skills;
- fluency in the computer and IT software relevant to the position



## 04. A REGIONAL INVESTMENT GROUP

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### Position

☞ SENIOR ACCOUNTANT – FINANCIAL ANALYST - RÉF. 12BE-0604

### Mission

- Posts data to various ledgers, registers, journals and logs following established accounting techniques and procedures.
- Prepares and directs the preparation of cashflow, audits, financial statements and varied fiscal reports lebanese and international companies.
- Responsible for closing books at year end upon completion of annual audit.
- Prepare and supervise payroll.
- Maintain inter-company accounts, lebanese & non-lebanese companies.
- Prepare cashflow across companies & consolidation
- Assist in preparing financial management and oversight of investments.
- Oversee banking transactions

### Profil recherché / Requirements

- Bachelor's or higher degree in Accounting or Finance
- Strong understanding of accounting.
- 5+ years accounting/finance experience
- Highly detail oriented and organized in work
- Ability to work cooperatively and collaboratively with all levels of employees, management and external agencies to maximize performance, problem solving and results.
- Bilingual : Arabic and English. French is a plus.

## 05. HOPITAL GENERAL KHOURY - ZAHLE

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109 lits / 328 employés - [www.khouryhospital.com](http://www.khouryhospital.com)

### Position

☞ RESPONSABLE DU DÉPARTEMENT DES RESSOURCES HUMAINES - RÉF. 12BE-0605

### Mission

- Développer et diriger ce département

### Profil recherché / Requirements

- Diplômé du Master Management de l'Hôpital et de la Santé ou en gestion de ressources humaines
- Minimum cinq ans d'expérience
- De préférence ayant travaillé dans un établissement de santé



## 06. OMT - ONLINE MONEY TRANSFER

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### Position

☞ SENIOR MARKETING SPECIALIST - RÉF. 12BE-0606A

### Mission

#### **Market Research**

- Work on market research studies and control on site field visits, prepare reports and related analysis/presentations
- Work on market segments analysis

#### **Retail and Renovation program:**

- Manage relationship with OMT agents' network in terms of marketing branding and renovation
- Manage continuous market visit to monitor all marketing branding and identify new branding opportunities for more brand visibility

#### **Corridors**

- Organize and control the work of subordinates in coordination with the Marketing & Communication Manager
- Manage relationships with corridors consultants/ embassies' representatives and identify new opportunities

#### **PR & Media**

- Communicate with agency on media and PR related issues in coordination with the Marketing & Communication Manager
- Communicate and maintain OMT's PR relations with Media
- Organize press conferences

#### **Accounting/Finance/Admin**

- Control on Financial/accounting process and monthly costing report
- Monitor and supervise the entries of the Marketing Budget Application
- Supervise and control stock movement and inventory

#### **Relations with partners**

- Manage relationships with Partners (Cash to Bank service and Cash to Business service) in coordination with the Marketing & Communication Manager

#### **Others**

- Assist the Marketing & Communication Manager when needed (meetings, planning, events organization, developing Marketing applications, workshops etc...)
- Coordinate with other departments

### Profil recherché / Requirements

#### **Desired Skills & Experience**

- Having an understanding of the media industry in order to maintain OMT's PR relations with media
- Having adequate knowledge to deal with numbers
- Ability to deal with other cultures and ethnics
- Proficiency in Microsoft Excel & PowerPoint
- Very good English & Arabic written and verbal communication skills

#### **Education**

- Business Marketing, Advertising or equivalent

#### **Degree**

- Bachelor (Masters degree would be a plus)



**Years and Domain of Experience**

- 3 years of Marketing experience related to the below tasks

**Working Hours**

- Mon. till Fri.: from 08:30 a.m. till 05:00 p.m. / Sat. : from 08:30 a.m. till 01:00 p.m. with 1 Sat off per month
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**Position**

☞ TALENT ACQUISITION OFFICER - RÉF. 12BE-0606B

**Mission**

- Plan for best strategies of attracting prospective candidates
- Prepare adverts & post vacancies
- Source & screen applicants who meet the specified criteria for the position; contact selected candidates
- Handle the first interview for job applicants; carry out interviews on a regular basis, in alignment with company strategies
- Develop recruitment tests based on competencies needed
- Perform reference checks
- Handle other HR responsibilities including filing & database management

**Profil recherché / Requirements****Desired Skills & Experience**

- Presentable, formally dressed at all times
- Organized
- Punctual
- Detail-oriented
- Skillful in communication
- Excellent written and verbal English & Arabic communication skills
- Proficient in Microsoft Office

**Education**

- Most preferable majors are HR, Business, Law, PR, Psychology, etc...

**Degree**

- Bachelor is required; certification (PHR or SPHR) or Masters Degree would be a plus

**Years and Domain of Experience**

- At least 1 year experience in recruitment including interviewing

**Working Hours**

- Mon. till Fri.: from 09:30 a.m. till 06:00 p.m. Sat.: from 08:30 a.m. till 01:00 p.m. With 1 Sat. off per month.



## 07. FOR A REGIONAL TELECOM SOFTWARE SERVICES COMPANY IN LEBANON

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### Position

☞ BUSINESS DEVELOPMENT EXECUTIVE - RÉF. 12BE-0607

### Mission

- Will achieve sales targets through promoting company's services mainly to GSM operators in the Middle East, Gulf countries and Africa
- Will implement business development sales plans and strategies
- Will travel and meet with existing and new clients, and present them Device Management and Roaming solutions
- Will stay informed and ahead of competition
- In addition to other related tasks

### Profil recherché / Requirements

- Male
- Age: 25-30
- University degree; preferably in Business Administration or related may have an engineering background
- Min. 3 years of Business Development experience as Business Development Officer/Executive, Sales Executive or Account Executive or related, within a Telecom Services Company, GSM Operator, I.T. Services Company in Lebanon or abroad
- Serious, dynamic and ambitious
- Self motivated, hard working and well organized, with a sense of initiative and follow-up.
- Results and customer service oriented. Field person
- Good sales, negotiation and communication skills.
- Bilingual: Arabic and English. French is a plus
- Computer literate
- Willing to travel extensively

## 08. FOR A LEBANESE INVESTMENT AND PRIVATE EQUITY FIRM IN BEIRUT

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### Position

☞ FINANCIAL ANALYST - RÉF. 12BE-0608

### Mission

- Will perform due diligence, economic research, sector analysis, country reports, feasibility studies, valuations, cash flow, and other financial analysis
- Will be responsible for the performance analysis and financial monitoring of portfolio companies
- Will analyze and interpret financial and operational performance, and track key operational objectives to improve the efficiency and profitability of the business.
- Will design financial models, simulations, sensitivity analysis... for private equity investments, mergers and acquisitions, and related
- Will provide all financial information to support effective business decisions and investments' selection
- In addition to other related financial tasks as assigned



Profil recherché / Requirements

- Preferably Male.
- Age ideally between 26 and 28 years old
- University degree preferably in Engineering; if not, Business Administration, majoring in Finance or Accounting, or Economics from good universities. Masters in Finance, MBA or specially CFA is a major plus.
- Around 2-4 years of financial analysis experience within major local or multinational financial institutions (Private Equity firms or Big 4 Transaction Advisory companies or Investment Banks) as Financial Analyst or Financial Consultant or Senior Financial Consultant or related
- Previous experience in one of the Big 4 firms within the Transaction Advisory department is a major plus
- Deep practical application of corporate finance
- Accurate, meticulous and organized
- At ease with numbers. Analytical and structured mind
- Hard worker. Dedicated, patient with strong ethics.
- Inquisitive, self-motivated and results oriented
- Able to analyze, interpret and evaluate financial data
- Able to communicate clearly with different levels of management and external clients
- Good knowledge of general accounting and finance principles, methods and application
- Good communication, reporting, interpersonal and presentation skills
- Will be based in Lebanon
- Trilingual: English, Arabic and French
- Good computer literacy especially Excel



## EMPLOIS PROPOSES A L'ETRANGER

### 09. L'ORÉAL MIDDLE EAST

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*L'ORÉAL Middle East is a subsidiary of the L'ORÉAL group, established and based in Dubai. L'ORÉAL is the world leader in personal care and beauty business, with over 67,000 employees worldwide and with a portfolio of 25 international brands.*

#### Position

☞ LUXURY DIVISION MARKETING MANAGER - RÉF. 12BE-0609

#### Mission

- Oversee and guide brand development, manage portfolio priorities
- Listen to and develop a deep understanding of local consumers and generate new insights
- Monitor local trends and feedback findings to Zones / DMIs
- Take ownership of international launches and create the right angle of attack for success in the local market.
- Ownership and responsibility for supervising the entire process
- Manage the budget and the financial implications of forecasts
- Lead local adaptation of advertising materials; influence media and promotion recommendations
- Mobilize other departments to support marketing strategies (esp. sales & consumer advisory service)
- Recruit, develop and manage team. Ensure development of expertise and know-how in marketing team

#### Profil recherché / Requirements

- In-depth Luxury product knowledge is a must
- Research and market data analysis
- Knowledge of retail dynamics
- Financial knowledge (P&L, expansion analysis, sales forecasts)
- Advertising and media planning knowledge
- Integrated-communication campaign planning
- English and/or French
- 8-10 years of relevant experience

### 10. BAUSCH AND LOMB

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#### Position

☞ REGULATORY AFFAIRS MANAGER - PHARMA (RIYADH, KSA) - RÉF. 12BE-0610A

#### Mission

Someone with minimum of 5-6 years of experience in RA in multinational companies with pharma / medical device products, experience in OTC and prescriptions and working with Health Authorities across ME countries. Someone who is based in KSA already or willing to relocate from other countries in the ME. English / Arabic speaker.



#### Position

☞ PHARMA KEY ACCOUNT MANAGER - SURGICAL (DUBAI,UAE) - RÉF. 12BE-0610B

#### Mission

Someone with good Sales / KAM experience (at least 5 years) within a multinational organisation (Pharma/med devices) and ME market knowledge.

### 11. FOR A MAJOR GLOBAL EUROPEAN CHEMICALS PRODUCER, DUBAI BRANCH

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#### Position

☞ TECHNICAL SALES ENGINEER - RÉF. 12BE-0611

#### Mission

- Will be responsible for the Oil & Gas, Petrochemicals & Industrial Gases clients and markets in the Middle-East area including GCC, Iran & Egypt
- Will handle the technical assignments at the clients' premises
- Will accomplish sales objectives within assigned group of customers
- Will bring in new clients and maintain good relations with the existing ones
- Will follow up with clients on the offers' status and ensure proper delivery and product usage
- Will monitor competitive activity and disseminate information to relevant parties
- Will keep the top management informed about his visits results, work progress and clients' level of satisfaction and complaints, if any
- In addition to other related tasks

#### Profil recherché / Requirements

- Arab Speaker (Lebanese or Jordanian or Palestinian or Syrian or Egyptian)
- Male candidate
- Age ideally between 27 and 33 years old
- Holder of an Engineering degree, preferably in Petrochemical or Industrial or Chemical or related engineering degree from well established universities; MS or MBA is a plus
- 3-6 years of experience in Lebanon and/or in the Gulf, in a technical or technico-commercial role within an industrial environment preferably related to chemical materials and products as Technical Engineer or Technico-Commercial Engineer or Technical Sales Engineer or Key Account Executive or Manager or Sales Engineer or related.
- Exposure to or experience in petroleum or petrochemicals or oil & gas sectors is an advantage.
- To be based in Dubai and willing to travel extensively in the area namely within the GCC, Levant and North Africa.
- Enjoying a pleasant personality. Young, energetic and outgoing
- Field person. Hands on. Hard worker.
- Customer-driven and problem solver
- Having a sense of initiative and follow-up
- Good negotiation, presentation, technical, sales and communication skills
- Bilingual: English and Arabic. French is a definite plus
- Computer literate



## 12. FOR A COMPANY IN AFRICA

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### Position

☞ FINANCE MANAGER - RÉF. 12BE-0612

### Mission

- Chartered Accountant
- Knowledge of IFRS
- Banking relations

### Profil recherché / Requirements

- Hard worker
- Committed to deliver on time
- Around 30-35 years old, with great capacities to learn and become soon a CFO.
- Masters from Ecole Supérieure des Affaires.

### Offre

- Basic salary: 8,000 to 12,000 US\$ monthly depending on quality and background
- Accommodation + cook / steward provided
- Transportation + driver
- 3 trips to home country yearly, each trip of 14 days off.



## STAGES

### 13. BANQUE LIBANO-FRANÇAISE

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*La Banque Libano-Française est une banque libanaise, universelle, performante, reconnue pour sa solidité et son professionnalisme. Banque essentiellement commerciale à l'origine, elle a progressivement diversifié ses activités et intervient actuellement dans cinq domaines principaux : la banque commerciale, la banque de détail, la banque d'affaires, la banque privée et les relations internationales. Son siège social se situe à l'immeuble Beyrouth Liberty Plaza, à Hamra. Pour plus d'infos, visitez le site web : [www.eblf.com](http://www.eblf.com)*

#### Position

☞ STAGE DE 3 MOIS DANS LA DIRECTION DU CORPORATE - RÉF. 12BE-0613

#### Mission

- Poste commercial dans la direction du Corporate
- Le candidat sélectionné sera en stage pendant 3 mois

#### Profil recherché / Requirements

- Étudiant en Master Management à l'ESA.
- Licence en Finance ou similaire.
- Capacité d'effectuer une analyse financière de bilan de société.
- Bonne communication.

### 14. FOR A LEADING FINANCIAL INSTITUTION IN THE LEBANESE MARKET

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*A leading financial institution in the Lebanese market is seeking to invest in the creation of a Learning Center serving its Stakeholders in the different training fields.*

#### Position

☞ 6 MONTHS STRATEGIC DEVELOPMENT ASSIGNMENT TO PLAN & IMPLEMENT A LEARNING CENTER - RÉF. 12BE-0614

#### Mission

- Learning Center creation
- Elaborating & putting in place a training curriculum
- Setting the Marketing Strategy
- Setting the Operational Strategy

#### Profil recherché / Requirements

- Graduate degree from a reputable university, Masters is a plus
- Good communication
- High analytical thinking
- High organizational capability
- Fluent in English



## 15. BERYTECH

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*Berytech is a Business Innovation Center in Lebanon, providing incubation, hi-tech hosting, funding, support and counseling to entrepreneurs, stimulating innovation, startup creation and SME development. To date, Berytech housed a repertoire of more than 200 entities, assisted more than 2,000 entrepreneurs in several outreach programs, disbursed more than 350k\$ in grants to startups, and invested more than 5M\$ in Lebanese technology companies. [www.beryttech.org](http://www.beryttech.org)*

*Berytech is organizing an Innovation Management Program that supports the innovation efforts of its clients, assisting them in identifying opportunities and developing their competitive advantage, to survive and grow in this highly competitive market.*

### Position

☞ INNOVATION MANAGEMENT INTERNSHIP - REF. 12BE-0615

Participate in the “Innovation Management Program” targeting startups and SMEs, hosted at Berytech, in the field of technology. This program starts by a simple innovation audit process to identify the ‘innovation potential’ of the SME, and breaks into several phases of support and development covering the following action plan:

- Research Process Gathering Information (Company Diagnostic, Sector/Market Analysis/Benchmarking.)
- Analysis & Agreement on Potential Opportunities
- Ideas Generation Analysis and Selection for Development
- Product & Process Development Planning
- Analysis and Choice of Strategy
- Operational Planning
- Financial & Investment Planning
- Business Plan Documentation
- Implementation

### Profil recherché / Requirements

- Master in management or marketing
- Fluency in Arabic, French and English
- Interest in technology and innovation
- Good communication, research and analytical skills
- Autonomy, motivation and flexibility
- Available for the whole internship period: 3/6 months





## 16. G TAMER HOLDING

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*G Tamer Holding est une société libanaise créée en 1908. 3ème compagnie enregistrée au Liban, G Tamer Holding est leader sur le marché jouets, dentaire, cosmétique et paramédical. La compagnie englobe plus de 200 employées et 50 marques internationales.*

### Position

☞ STAGE EN BUSINESS OU MARKETING - REF. 12BE-0616

### Mission

2 mois de stage :

- Proposer et implémenter de nouvelles idées pour le développement des marques
- Suivre le portfolio mis à porté de main
- Ouvrir sur de nouveaux clients
- Communication entre l'extérieur et la compagnie sur toutes les activités

### Profil recherché / Requirements

- Candidat universitaire
- Langue: Bilingue: Anglais, Arabe (Français)
- Motivé et enthousiaste
- Motorisé
- Compétences en informatique



## PROGRAMME DE RECRUTEMENT

### 17. THE 2012 SEEQNCCE ACCELERATOR PROGRAM

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☞ PROGRAMME D'ENTREPRENEURSHIP DANS LES TECHNOLOGIES WEB ET MOBILE

[Seeqnce](#), an award-winning internet startup accelerator based in Beirut, is currently taking applications for the **2012 Seeqnce Accelerator Program**.

The Program is aimed at entrepreneurs who want to join or create high-potential web and mobile startups from Lebanon.

Chosen projects get over **\$100,000 in cash and services** to work on turning their ideas into startups and successful businesses. This includes 6 months paid residency, investor relations, expert mentorship and full-time advisory at the Seeqnce Accelerator Space in Hamra, Beirut.

Individuals can apply at no cost and will undergo multiple selection challenges, with the objective of selecting the top-performing 8 teams.

The Accelerator Program has already started interviewing candidates, with over 200 applicants already signed up.

**Applications to the program will be taken until June 29** (subject to capacity).

This is a unique opportunity to work on some of the most exciting technology projects in Lebanon, alongside industry experts and fellow entrepreneurs, in order to build successful businesses that compete globally.

Some quick points:

- Individuals and teams can apply at no cost (no need to have a business idea)
- Open to Lebanese in and out of Lebanon
- Chosen teams get paid and receive full acceleration commitment from Seeqnce throughout 6 months.
- Projects already in the Program include cutting-edge e-commerce platforms, 3D design applications, e-health ideas, mobile gaming apps, and much more.

More information is available at [2012program.com](http://2012program.com). Seeqnce can also be reached at [contact@seeqnce.com](mailto:contact@seeqnce.com)