

BULLETIN EMPLOI

Juin 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 André KHAYAT - réf 13BE-0614

✉ Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 21 juin dernier délai

13 juin 2013



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EMPLOIS PROPOSES AU LIBAN

01. LES AFFICHAGES PIKASSO SAL

Position

EXECUTIVE ADMINISTRATIVE COORDINATOR - RÉF. 13BE-0601
Department : Top Management
Reporting to : CEO

Mission

- Assist the Chairman and CEO in duties assigned or delegated, and is in charge of all related administrative duties.
- Handle a wide variety of administrative duties as per organized procedures and precedents
- Resolve complex administrative issues independently.
- Provide confidential executive level of support to the CEO.
- Provide high level of administrative support by conducting research, preparing statistical reports, handling information requests.

Main tasks :

- Assist the Chairman and CEO in routine functions.
- Produce documents, briefing papers and presentations.
- Liaise and coordinate with departments in order to communicate notes requested by the chairman.
- Respond to complaints and requests for information.
- Assist the Chairman in researches and analyze data.
- Analyze operating practices and procedures to create new or to revise existing methods.
- Review Chairman Subscriptions to foreign & / or local newspapers and magazines and make sure they are renewed before maturity.
- Maintain a list of the books and catalogues at the Chairman and CEO's office.
- Assist in agenda preparation and gather information.
- Organize, schedule and confirm appointments and meetings.
- Prepare minutes of meetings and dictation.
- Locate, archive and file all documents and correspondence in a proper and systematic manner for easy reference.
- Arrange business trips and accommodations.
- Prepare and follow up on emails.
- Screen visitors, telephone calls, mail, inquiries and requests.
- Ensure proper database of business contacts through Microsoft Office Outlook.
- Analyze operating practices and procedures to create new or to revise existing methods.
- Perform other tasks and duties upon request.



Profil recherché / Requirements

- University graduate with a Bachelor degree in business administration.
- 6-7 years experience in a related field. • Computer literate : Word, Excel, Outlook
- Fluent in French, English and Arabic.
- Computer literate: Microsoft office, internet surfing, typing skills and electronic communication is a must.
- Good written and verbal organization and communication skills.
- Able to build rapport and communicate effectively at all levels, and across disciplines using different communication techniques.
- Assertive and Confident
- High level of confidentiality
- Ability to work independently, exercising judgment and initiative.
- Self starter, able to take instructions and manage self for motivation and delivery.
- Team worker, works effectively within the team delivering own targets and supporting others.
- Stress resistant, able to work under and cope with pressure without unduly compromising delivery.
- High sense of ethics and good knowledge and application of the company policies and procedures.
- Customer Focus, aware of customer needs and expectations, constantly striving to deliver same.

02. KOMPASS LEBANON

Position

☞ SALES EXECUTIVE - RÉF. 13BE-0602

Mission

Kompass Lebanon, a subsidiary of Kompass International based in Paris and with offices in 60 countries, is launching its new array of online marketing products as well as online and offline company Business-to-Business information systems on the Lebanese market.

We are looking to hire a Sales Executive to promote and manage the above mentioned products while helping us grow our presence on Lebanese and Middle Eastern markets.

The candidates should be young, dynamic and driven by great results. Target oriented, each sales executive will handle his/her own areas with success and within a perfect team spirit.

Please note that the position is open for candidates based in Lebanon or looking to Lebanese, with a good knowledge of the market, looking to relocate.

- Aggressively stimulate, review and monitor all business activity for the sector and ensure achievement of activity goals.
- Ensure achievement of sales and profitability objectives.
- Accurately forecast annual, quarterly, monthly and weekly revenue streams.
- Provide monthly evaluations of sales organization productivity.
- Understand each client strengths and weaknesses with recommendations to develop these areas of performance.
- Develop solid business relationships with new or existing customers.



Profil recherché / Requirements

- Minimum of 1-2 years strong track sales record. A well knowledge of the Lebanese market is mandatory.
- Candidates actually located abroad will not be considered unless they have a significant experience in Lebanon.
- History of job stability as well as a daily smile is a must!
- Proven ability to directly manage and track performance.
- Motivated and target oriented. Creative!
- Excellent leadership, interpersonal, communication, management and organizational skills with a proven track record.
- Strong business acumen managing to “bottom-line” profitability.
- Experience in accurately forecasting and managing the sales of a high growth business.
- Proven track record of having excellent internal and external customer relationships.
- A perfect knowledge of English. French is a great plus and most of all a positive attitude!

Kompass Lebanon offers an attractive compensation package, which includes:

- Interesting base salary, commissions, incentive compensation plan and expense allowance.
- Lebanese social security plan
- Holiday/Vacation plan
- Ongoing training opportunities.

03. AZADEA

Position

☞ CHIEF FINANCIAL OFFICER - RÉF. 13BE-0603

Department: General Finance

Reporting: Chief Executive Officer

Mission

The Chief Financial Officer is responsible for establishing and maintaining the firm's financial policies and procedures, ensuring soundness of company's financial structure and managing company's relationships with financial institutions, investors and government agencies.

- Set and implement capital structure strategy, and negotiate and arrange outside finance when necessary
- Analyze operating results of the business and its units versus approved plans and historical data
- Establish procedures to mitigate the Group's financial risks, and maintain proper financial records and adequate accounting control and services
- Monitor and maintain strategic banking relations and activities for the organization, and ensure adequate cash flow to meet the organization's needs
- Serve as main channel of information to CEO, Board and operating executives on company economic, business and financial conditions, as well as their impact on the overall strategies and objectives
- Oversee the annual budget and business plan of the department, and direct corporate budgets
- Recruit, train, motivate and evaluate his/her team to ensure that the department has the necessary skill base and that staff are optimally motivated and enabled to maximize their potential and contribution to the company



Profil recherché / Requirements

- Bachelor's Degree in Finance or Accounting; MBA is a must. CFA or CPA is a major plus
- 15 years of experience in a multi-country firm with at least 7 years in a managerial role
- Fluency in English

Competency (Level 4)

- Analytical Thinking
- Commercial Understanding
- Communication Skills
- Decision Making
- Driving and Achieving results
- Relationship Building
- Strategic Thinking

04. FOR A FINANCIAL INSTITUTION

Position

☞ REAL ESTATE ANALYST - RÉF. 13BE-0604
Reports to: The Asset manager

Mission

Provide advice and consultancy on real estate issues after gathering market facts, analyzing collected data and recommending course of action.

- Deliver consultancy reports to different departments such as credit, corporate finance, housing... regarding the financing of real estate developments.
- Conduct market studies.
- Provide real estate advisory services and prepare feasibility studies and recommendation.
- Oversee the technical, operational and administrative management of allocated real estate assets of the bank and its affiliated / sister companies, which includes acquisition, disposition and rental of these assets.
- Follow up all legal and public aspects of the above activities.
- Assist in the update of the bank real estate database.
- Keep open communication channels with local and international real estate institutions and market players with the aim of monitoring new real estate trends.

Profil recherché / Requirements

- Engineering or architecture degree MS or MBA
- Fluent in Arabic, French and English.
- Analytical and interpersonal skills.
- Well versed in Power point and Microsoft Office.
- 3-5 years of experience, Age between 25 – 28 years.
- Knowledge in the real estate industry.



05. ANT VENTURES

Position

☞ HR & TRAINING DIRECTOR - RÉF. 13BE-0605

Department : WWO

Reports to: CEO

Responsible for : HR & Training Department

Mission

- ✓ The HR & Training Director is supposed to embrace, promote the company values and beliefs with a well-built background in human cultures, training programs and progress
- ✓ Possess ongoing affiliations with leaders in successful companies and organizations that practice effective HR and training practices
- ✓ Specialized training in employment law, CNSS, compensation, organizational planning, organization development, employee relations, safety, training modules, manuals, and preventive labor relations

Recruits successful employees, by :

- Suggesting potential key rotations and/or promotions between the territories
- Coordinating with the Lebanese operation on the needed Lebanese key positions
- Coordinating with the Directors of Operations in screening and recruiting the best fit candidates
- Identifying promising elements and defining achievable primary goals
- Ensuring continuous key recruitment back-ups in coordination with the Lebanese operation
- Establishing and maintaining positive relations with recruitment agencies for miscellaneous staffing needs
- Being capable of responding transparently to the applicant in a professional manner without any gap (Documentation when needed)
- Being able to negotiate the package and leading the acceptance

Budgets and supervises payrolls, by :

- Estimating yearly staffing levels and appropriate payrolls
- Controlling payrolls and suggesting modifications in terms of staffing and working terms
- Monitoring a reasonable payroll cost % in relation to sales, space & country's salary scale in coordination with Country Director (through weekly payroll indicator)
- Developing and directing the classifications process; advising on and monitoring salary placements assisting with position development and position planning
- Evaluate periodic manning strategy and set a yearly plan

Develops, customizes and implements policies, rules & regulations for each territory, by :

- Abiding by the "Employee Guide" and ensuring customization of all rules
- Issuing updated regulations and procedures related to the employees' wellbeing and performance enhancement
- Developing contracts of employment in coordination with the territory's Country Director
- Administrating official and legal formalities with government agencies, ministries, lawyers, etc.

4. Training & Human Management Development, by :

- Developing programs that improve the performance & Productivity of the business
- Directing employee performance evaluation and action accordingly
- Create basic scheme to meet career development path



- Researching and evaluating training resources and suggest additional topics and techniques
- Detecting functional gap and propose training solutions and program
- Delegating operational training session to skillful executives \
- Collecting evaluation data from Ant Ventures members Heads & feedback forms concerning the operation
- Conducting continuous observations on the floor & finding training methods & tools to enhance our guests' satisfaction & increase sales
- Setting objectives & concerns for interpersonal skills for all Operations Members
- Reacting to any training need that arises & not scheduled
- Being aware of the existing skills & backgrounds of our members & the needed skills for better performance in their positions
- Contributing & following up on any promotion or transfer to provide & support the concerned member with all training needs
- Determining the information needed for training in case of creating a new product, equipment or processes
- Analyzing data & converting weaknesses into opportunities & setting them in a training plan
- Setting a SMART training plan, including all levels of members & based on priority
- Following up on retention strategy

5. Conducting & Arrange effective training, by :

- Deciding on the best type of training: on-site, classroom, power point, workshop to meet expected results
- Evaluate the targeted participants to set best timing , content & location
- Creating an interesting atmosphere of interaction with all attendees
- Preparing the training material in a modern competitive knowledgeable style & continuously updating them
- Determining whether the training is better provided by an external party
- Inviting the participants in an effective manner by a memo & following up to reach maximum attendance
- Using practical audiovisual equipment & other tools that help the success of the training session
- Designing and/or outsourcing the delivery of managerial training programs

6. Managing all training activities, by :

- Providing the effective needed IP for all newly hired, in coordination with the concerned Coach & following up on performance
- Following up on appropriate tests to be considered & theoretical trainings needed for all newly hired
- Following up on the IP evaluation results & coordinating with the Coach & HR department on first day schedule
- Arranging all external training programs whether the training is done in Ant Ventures or outside it & following up on its efficiency
- Conducting innovative & cost effective training sessions
- Supervising all cross training processes, deciding on efficiency, coordinating on schedule & making sure all necessary paper work is filled
- Following up on all training activities attendance & critique & providing solutions to maximize efficiency & improvement
- Providing, purchasing, all necessary equipment, material & set up needed for efficient training & maintaining them
- Setting the training plan & implementing the training activities according to the budget set & approved by Country Director



7. Developing personal skills & proper communication channels with colleagues, by :

- Being responsible, as a trainer, about his personal development & updating personal knowledge on regular basis
- Leading by example, with a critical eye on performance
- Following regular communication with branches, visiting them, & respecting the chain of commands

8. Administrating the Training System, by :

- Maintaining an organized desk, archiving hard copies of records & segregating them in efficient clear categories
- Ensuring that hard copies of records are signed and updated by filling all trainings
- Maintaining a record system of all training activities

9. Helping to develop SOP, update the existing system & contribute with activities, by :

- Being able to develop SOPs, manuals, policies, procedures & documents
- Having a professional construction method for documentation
- Being able to update the SOPs, manuals, policies, procedures & documents up to international standards

10. Plans the staffing for new openings, by :

- Analyzing new restaurants' layouts and expected levels of business
- Suggesting staffing needs in positions and numbers along with training Program
- Analyzing and discussing allocated payroll in coordination with Country Director
- Built a support team FOH & HOH (Locally & Regionally)

11. Acts as an Ant Ventures member, by :

- Abiding by the "Ant Ventures Rules & Regulations"
- Adopting the "Ant Ventures Employee Behaviors"
- Reflecting high ethical standards
- Giving advisory support to subordinates
- Encouraging teamwork and participation by all subordinates
- Leading by example
- Having strong administrative skills & financial knowledge

06. CAPITAL BANKING SOLUTIONS

Company overview: Capital Banking Solutions is a leading provider of end-to-end, integrated banking software for businesses across Europe, Africa, the Middle East and the Americas. The company offers a suite of integrated and modular products for retail, corporate and private banks, as well as financial institutions.

At CBS we provide an unmatched career growth where learning and sharing knowledge is part of our every day work.

When it comes to technology, our products are using some of the most cutting edge technologies out there. If you are a passionate for mobile development, Business Process and SOA, Java or .NET, we guarantee that you will find at CBS a challenge to meet and an opportunity to excel.

As per the business side of it, our focus on banking and our reach to a variety of types of Financial Institutions is a great platform to grow in different areas related to finance, risk and compliance, capital market, private banking and trade finance.

CBS Global Presence : Beirut. Paris. Monaco. Dubai. New York. Miami. Geneva



Position

☞ SENIOR BUSINESS ANALYST - RÉF. 13BE-0606A

Mission

Responsible for documenting and modeling the banking business requirements, executing test plans, conducting functional training and creating and updating documentation :

- Analyze and design banking business requirements.
- Model the business processes and requirements as per the industry standard methodologies.
- Define, develop and complete testing scenario.
- Assist in enforcement of project deadlines and schedules.
- Create and update documentation of the functionalities of the banking products.
- Conduct functional training on the functionalities of the banking products.
- Prepare weekly progress report.
- Communicate needed changes in coordination with its supervisor to the development team.

Profil recherché / Requirements

- Bachelor Degree in Banking & Finance. MBA is a plus
- Minimum 5 years of experience in banking industry
- Knowledge of Banking functionalities is a must
- English – Arabic – French
- Computer Literate (Word, Excel, PowerPoint)
- Analytical and problem solving
- Good Planning/Organizing
- Reporting writing skills
- Flexibility and Adaptability
- Communication
- Collaboration & Teamwork

Position

☞ BANKING CONSULTANT- REGULATORY REPORTS - RÉF. 13BE-0606B

Mission

Responsible for documenting and modeling the customer's business requirements, executing test plans, and conducting functional training.

- Participates in the analysis and design of customer's business requirements.
- Participates in modeling the business processes and requirements as per the industry standard methodologies.
- Defines, develops accurate and completes test plan.
- Identifies, documents and reports banking products deficiencies
- Assists in enforcement of project deadlines and schedules.
- Conducts customer's training on the functionalities of the banking product.
- Prepares weekly progress report.



Profil recherché / Requirements

- Bachelor Degree in Banking & Finance or equivalent
- Minimum 2 to 5 years of experience in Banking Accounting & Regulatory Reports
- Fluency in the English, French, and Arabic languages
- Computer Literate (Word, Excel, PowerPoint)
- Good knowledge of Banking accounting practices and Regulatory reports.
- Exposed to the latest accounting practices (IAS, IFRS...).

Position

☞ COBOL DEVELOPER - RÉF. 13BE-0606C

Mission

Develop and maintain Banking software solution

- Carry out application design and coding using COBOL/400.
- Carry integration and unit testing of code
- Provide provision of estimates and feedback for code completion

Profil recherché / Requirements

- Bachelor Degree in Computer Science or equivalent
- 2 to 3 years of experience in Banking Software industry and COBOL/400
- Fluency in the English, and Arabic language. French is a plus
- Good knowledge of banking operations
- JAVA is a plus
- Ability to deliver on time with high quality
- Ability to prioritize

07. FOR A MAJOR MULTINATIONAL LEADER IN COSMETICS. LEBANON/DUBAI

Position

☞ MARKETING/PRODUCT MANAGER - RÉF. 13BE-0607A

Mission

- Implement new product launches and strive to maintain growth on pillar products
- Execute the local adaptation of advertising creative material; implement media recommendation
- Propose and implement promotional and trade marketing plan for product(s)
- Analyse market and consumer data and make recommendations to management
- Interact effectively with other departments (sales, logistics, training department...) to support marketing objectives



Profil recherché / Requirements

- University Degree; preferably in Business Marketing. Masters is a plus
 - Min 3 years of relevant experience. Skincare, Makeup or pharmaceutical knowledge is a plus
 - In-depth sensitivity to beauty
 - Knowledge of local retail dynamics and environment
 - Media planning knowledge
 - Ability to adapt advertising creative material
 - English and/or French
-

Position

☞ SALES MANAGER - RÉF. 13BE-0607B

Mission

- Develop sales strategies and annual business sales plan aligned with the objectives decided by General Management
- Develop strong relationships with the Senior Management of the trade
- Set sales targets and assign resources
- Design sales organization, manage and develop commitment and performance of sales teams
- Integrate the sales strategies and activities with other Departments (esp. Marketing, Customer Service, Education, Merchandising)
- Recruit, develop and manage teams.
- Ensure development of expertise and know-how and support organisation changes

Profil recherché / Requirements

- University Degree
- Min 3 years of managerial commercial experience, preferable in pharmaceuticals or FMCG
- Advanced negotiation skills
- Budget management skills
- Specific skills for sales team management
- Strategic thinking skills
- Sales ethics and sensitivity to legal issues and competition law



08. ADMIC SAL

Position

☞ SENIOR BUYER PERFUMERY - RÉF. 13BE-0608A

Mission

- Follow-up on the suppliers' negotiating files.
- Validate the condition through the instructions of the Buyer or the Senior Buyer.
- Coding and encoding.
- Establishing the promotional commercial lists.
- Communicate the information to the pool of Assistants (Office Management) and Point of sales.
- Follow-up with suppliers on delivery and stock needs.
- Follow-up on rotations and overstocks.
- Direct contact and reception of supplier's sales force.
- Build – up the purchasing prices and the landed cost lists.
- Search for products v/s multiple requests.
- Direct follow-up on orders and suppliers.
- Follow-up on invoices.
- Solving the differences between invoices/prices.
- Negotiation of Promotions.
- Negotiations and invoicing of PP budgets.
- Prevention of setting up of imported orders and promotions.
- To take actions for sales and speculation.
- Market study and monitor all competitors' actions.
- Business analysis.
- Management of brands portfolio.

Profil recherché / Requirements

- University Degree.
- 2 to 3 years of experience in the purchasing / sales field.
- Field & Market knowledge.
- Fluency in English or French language along with the Arabic.
- Very good knowledge of computer and software literacy.
- Excellent Communicator.
- Excellent negotiator.

Position

☞ MARKETING MANAGER FOR CITYMALL - RÉF. 13BE-0608B

Mission

- Researching markets to identify opportunities for events;
- Liaising with clients to ascertain their precise event requirements;



- Producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets);
- Participating to the preparation of Marketing budget;
- Ensuring insurance, legal, health and safety obligations are adhered to;
- Coordinating venue management, caterers, stand designers, contractors and equipment hire;
- Planning and following up the entertainment programs, scheduling workshops and demonstrations;
- Selling sponsorship/stand/exhibition space to potential exhibitors/partners;
- Liaising with marketing and PR colleagues to promote the event;
- Coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly;
- Overseeing the dismantling and removal of the event and clearing the venue efficiently;
- Post-event evaluation (including data entry and analysis and producing reports for event stakeholders).

Profil recherché / Requirements

- Strong communication and interpersonal skills.
- Ability to lead and to motivate a team.
- Computer literate and fluent in English. French is a plus.
- BA in Marketing or Advertising. Masters is a plus.
- 4 to 6 years' experience in a similar role.
- Good Leadership Skills.
- Good Coach and Trainer.

09. BOKJA

Bokja is a design studio with a twofold mission: we produce furniture and we create artistic installations. Founded in 2000 by Beirut-based designers Hoda Baroudi and Maria Hibri, Bokja has been producing one-of-a-kind pieces that combine vintage shapes, textiles and embroideries from around the world. A loyal team of expert artisans and designers works out of our atelier and showroom in Beirut, Lebanon. Our client base is mainly international.

Position

☞ MARKETING MANAGER - RÉF. 13BE-0609
Reporting to : General Manager

Mission

The objective of this position is to help drive forward the retail and trade activity, and implement the strategy. The job description covers the following responsibilities:
Online marketing and brand activity.

- All operational marketing campaigns, including PR, events, exhibitions, etc
- Working closely with GM to devise and implement strategic media, PR and marketing plans, including competitor analysis
- Building key client relationships, delivering integrated online/offline marketing campaigns with key retailers
- Evaluating customer research, market conditions, competitor data and implement marketing plan alterations as needed.



- Budget management. To deliver all marketing activity within the agreed budget.
- Helping in the negotiation of contracts with vendors and distributors to manage product distribution, establishing distribution networks and developing distribution strategies

Profil recherché / Requirements

The marketing manager should:

- have knowledge of a wide range of marketing techniques and concepts
- have excellent communication and writing skills
- be an excellent communicator
- be able to respond well to pressure
- think creatively
- have a strong knowledge of online media
- work well in a team and with a wide range of people
- be organised and methodical
- be proactive and able to take the initiative
- 3- 5 years of marketing experience

10. LA PHARMACIE LE GABRIEL

Position

☞ PHARMACY MANAGER - RÉF. 13BE-0610
Reporting to : Pharmacien Titulaire

Mission

En vue de l'expansion de la Pharmacie Le Gabriel, nous recherchons un gestionnaire pour l'espace commercial de la Pharmacie qui passera à 500m2.

Ce cadre aura les responsabilités suivantes :

- Développement du chiffre d'affaire de la pharmacie.
- Gestion de l'équipe de vente et logistique de la pharmacie (hors pharmaciens) constituée de 15 personnes.
- L'agencement et le merchandising de l'espace commercial.
- Relations avec les fournisseurs : négociations des contrats annuels, suivi de l'animation des marques.
- Stratégie de communication corporate et promotionnelle de la pharmacie.
- Développement d'un programme de CRM et implémentation.
- Analyse continue de la performance et mise en place de plans d'action.

Profil recherché / Requirements

- De préférence pharmacien(ne) (ou autre) ayant suivi un cursus en gestion/marketing.
- 5 ans d'expérience dans le domaine pharmaceutique, para-pharmaceutique ou de la beauté en général.
- Bon communicateur, dynamique et ayant un sens du leadership.
- Organisé et efficace.
- Ayant un sens de l'initiative et responsable.
- Possédant les 2 langues Française et Anglaise.



11. GRANDE BANQUE RÉGIONALE intégrée à un groupe international basée à Beyrouth

Position

☞ ANALYSTE DE CRÉDITS - CLIENTÈLE ENTREPRISES - RÉF. 13BE-0611A
Département : Middle Office Entreprises
Reporting to : Directeur Middle Office Entreprises

Mission

Responsable de l'analyse des demandes et dossiers de crédit (Petit et moyen crédit) et de l'évaluation de la solvabilité des clients par rapport aux prêts requis afin de permettre une prise de décision par le responsable hiérarchique basée sur une évaluation complète des dossiers pour contrôler le risque et optimiser les gains.

Profil recherché / Requirements

- Mastère en gestion ou finance.
 - Une expérience de 3 ans dans un poste similaire.
 - Bonne capacité d'assimilation, d'analyse, de synthèse, de rédaction et de communication.
 - Esprit d'initiative et goût du travail par équipe.
 - Capacité de gérer la relation avec plusieurs Front Officers.
 - Maîtrise des techniques financières et des opérations bancaires.
 - Compétences interpersonnelles.
 - Maîtrise des langues arabe, française et anglaise.
 - Bonne manipulation de l'ordinateur et des outils informatiques (Word, Excel, ICBS, logiciels dédiés,..).
-

Position

☞ COMPTABLE (REPORTING BDL) - RÉF. 13BE-0611B
Département : Direction Financière
Reporting to : Responsable Normes & Fiscalité

Mission

Elabore les états financiers (Reporting BDL) de la banque et prépare tous les rapports de la BDL en respectant l'application des normes comptables internationales « IAS/IFRS » afin de maintenir un alignement avec la BDL et les entités fiscales qui régissent l'opération bancaire.

Profil recherché / Requirements

- Licence en gestion, finance ou comptabilité.
- Une expérience de 2 ans en comptabilité bancaire axée au reporting BDL.
- Bonne capacité d'assimilation.
- Esprit d'assiduité et de suivi.
- Maîtrise des techniques financières et des techniques de comptabilité.



12. UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

MEETINGS SERVICES ATTENDANT - RÉF. 13BE-0612

(Individual Contractor – on a needs basis)

Office: Conference Services Section (CSS) / Administrative Services Division (ASD)

Interested candidates who meet the requirements are requested to send their P.11 or PHP **by email to employment-escwa@un.org no later than 26 June 2013**. Le formulaire à remplir est à demander à emploi@esa.edu.lb.

Successful candidates will be contacted to serve in meetings for a duration ranging from 1 to 5 days. Under the supervision of the Conference Officer and the Chief, Conference Services Section, the Meetings Services Attendant assists in the servicing of meetings organized by ESCWA.

Mission

- Prepares the conference room the day before the meeting this also includes preparing and arranging name plates;
- Assists in the preparation of the preliminary list and annotation of agenda items;
- Prepares the list of participants;
- Escorts participants to the conference room, upon request;
- Prepares, organizes and distributes sets of official documentation and reference material in the meeting room;
- Distributes texts of speeches and conference room papers to the podium, interpreters and précis-writers, and delegations or participants in the meeting room;
- Updates bulletin boards based on the daily program of meetings;
- Assists relevant officials/participants and delegates in the meeting room on meeting-related matters;
- Assists the Conference Officer to fulfill the needs of the chair on the podium;
- Assists in the coordination with the interpreters and the sound technician;
- Assists the information desk;
- Distributes stationery supplies in the meeting room;
- Assists in the coordination of coffee breaks;
- Provides water services during intergovernmental meetings;
- Assists the Conference Officer in clearing documents booths and meetings rooms in preparation for new meetings;
- May be required to perform other duties on overtime to facilitate efficiency and the servicing of high-level intergovernmental meetings, conferences, panels and roundtables.
- Performs other related duties as required.

Profil recherché / Requirements

- Education : High school diploma or equivalent.
- Work Experience : No prior work experience in servicing meetings is required. However, applicants are encouraged to provide details of their involvement in extracurricular activities, especially in organizing (or assisting in) various events, meetings, conferences, seminars, workshops, etc.
- Languages : English and French are the two working languages of the United Nations Secretariat. Arabic is also a working language of ESCWA. For this post, fluency in spoken and written English and Arabic is required. Knowledge of French is desirable.

Applications will only be accepted when they correspond to specific vacancy announcements.

ESCWA is a smoke-free environment.



EMPLOIS PROPOSES A L'ETRANGER

13. FOR A MULTINATIONAL TELECOM COMPANY IN AFRICA

Position

☞ FINANCE DIRECTOR / CFO - RÉF. 13BE-0613
Africa (The Gambia or Sierra Leone)

Mission

- To manage all financial operations, from planning, budgeting and funds management for our Telecom operation
- Consolidation of Financial reports and preparation of budget
- Financial controller over the whole operation
- Performing all banking operations including the opening and the negotiation of terms of Letters of Credits, Letters of Guarantee or any other lending activity.
- Funds management and treasury functions such as cash management and cash flow forecasting, and dealing with third parties, namely major equipment suppliers and banks for financing.
- Analyzing the company's revenues on a weekly and monthly basis, ensure accuracy and coordinated with other units to set procedures and the implementation of policies.
- Reporting directly to the CEO & group CFO
- Supervises a team of 20 employees.

Profil recherché / Requirements

- University degree in Finance/Accounting/Audit. MBA is a plus
- At least 5 years of experience in the field
- Experience in telecom section is a plus
- Fluent in English. French is a plus.
- Good organizational skills



STAGES

14. FOR A WORLDWIDE LEADER IN MUSCULOSKELETAL HEALTH CARE

Stage longue durée

- ☞ REGULATORY INTERN - RÉF. 13BE-0614
Contractual- 6 to 9 months, 8am to 1pm Monday till Friday

Mission

The Company is a worldwide leader in musculoskeletal health care and has been since our founding more than 80 years ago. Today, our global team of more than 8,500 employees works to provide to provide effective, creative solutions that support orthopaedic surgeons and clinicians to restore mobility and treat arthritis and traumatic injuries. Our joint replacement technologies and a wide range of related products and services make us valuable partners to health care providers in more than 100 countries.

The Company office for MENA region has been located in Beirut for more than 8 years. We recruit the best people and follow the company's values by holding ourselves to the highest standards of quality and integrity in everything we do.

The regulatory coordinator supports the regulatory function by following up on documents requested by the customers.

- Assists Regulatory Associates (Beirut and Winterthur) with the preparation of regulatory documentation
- Effectively uses the corporate global regulatory system (SharePoint) within the timeframes specified
- Strictly adheres to all policies and SOPs regarding the interaction with customers

Profil recherché / Requirements

- Fresh graduate or soon to graduate in business administration or management
- Enthusiastic and self-motivated
- Good analytical skills
- Excellent English communication skills
- Good interpersonal skills
- Good ability to work as part of a team