

BULLETIN EMPLOI

Mai 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 Jeanne CHEMALI - réf 13BE-0514

➤ Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 23 mai dernier délai



14 mai 2013



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EMPLOIS PROPOSES AU LIBAN

01. SOGEPUB PART OF FAWAZ HOLDING

Position

☞ SENIOR COMMUNICATION OFFICER - RÉF. 13BE-0501
Department : Communication
Reporting to : Communication Manager

Mission

The main mission is to contribute in drafting the corporate communication plan and execute it. Researches creative media tools & monitors closely competitions activities and overall best practices. Draft and implement media programs for company and brands:

- Participates in the development and responsible of the implementation of Fawaz Holding corporate communications planning.
- Participates in the development and responsible of the implementation of Fawaz Holding Brands Media planning.
- Coordinates proactive and reactive media relations to obtain and shape news coverage of Fawaz Holding & Brands

Profil recherché / Requirements

- Bachelor degree in communication, Media, Marketing or PR
- 3 to 4 years experience in same field emphasis on corporate communication
- Excellent communication and writing skills.
- Able to multitask, highly organized, creative, articulate and have excellent presentation and people skills.
- Internal and external corporate communication
- Execution knowledge, regular communication with team, prioritization, planning, production of very good quality copy and materials
- Strong Project Management Skills & Initiative
- Flexibility/Adaptability
- Team working skills



02. FOR A MAJOR MULTINATIONAL SOFTWARE DEVELOPMENT COMPANY IN LEBANON – C/O NECC

Position

☞ TALENT ACQUISITION AND INTERNAL COMMUNICATION MANAGER - RÉF. 13BE-0502

Mission

- Will set up and drive efficient plans to attract internal and external talents in the right roles
- Will counsel and enhance the delivery of internal corporate and organizational communication.
- Will build and implement recruitment plans and sourcing strategies (university hiring campaigns, social media, recruitment companies...)
- Will manage internal transfers and mobility process in coordination with managers as appropriate
- Will manage hiring process from A to Z (headcount forecast management, job description elaboration, candidate testing, interviewing phase, offers and candidate on boarding and integration)
- Will implement staffing KPIs and deliver weekly/monthly hiring tracking reports and quarterly KPI statuses
- Will interview candidates and screen as necessary
- Will audit and enhance the recruitment and staffing process and procedures and secures buy in across management
- Will drive the implementation and use of competencies based interviews through training and regular managers coaching
- Will oversee candidate and recruitment data in the system (CVs, test results, interviews notes, ...), and perform candidates background checks
- Will conduct exit interviews and deliver feedback on areas to enhance
- Will participate to global and international projects and processes related to recruitment, mobility, workforce planning, HR system implementation, ...
- Will manage the company's internal newsletter including collection of articles, editing, and publishing
- Will support managers in building actions plans related to the global survey and aiming at enhancing overall employee satisfaction
- Will contribute to enhancing bonding and collaboration between people and team through planning team building events

Profil recherché / Requirements

- University degree; preferably in Human Resources, Psychology, Social Sciences or any other equivalent related field, or in Business Administration from well-reputed universities. Masters in Human Resources or SPHR Certification is a plus.
- Around 7-10 years of Human Resources Management experience ideally Recruitment and Talent Acquisition with not less than 4-5 years as Talent Acquisition Manager/Supervisor or Staffing Manager/Supervisor or Recruitment Manager/Supervisor or related, within well-established large regional Lebanese companies or ideally major multinationals in Lebanon or in the region
- Candidates with general HR experience but with strong focus on recruitment can also be considered
- Exposed to new techniques in interviewing including Competency based interviews and related
- Regional exposure or experience across the Middle East is a plus.
- Mature and self confident
- Good listener and communicator
- Good recruitment and interviewing skills



- Flexible and adaptable
- Patient, highly organized, persuasive
- People oriented with strong coaching skills.
- Hard worker: able to work under pressure.
- Strong drive for results coupled with proven cross group collaboration
- Able to work within a multicultural environment.
- Strong interpersonal skills; able to deal with people from different levels within the organization.
- Excellent communication and presentation skills.
- Working knowledge of MS Office (Excel, PowerPoint, Visio, etc...)
- Bilingual: Arabic/English. French is a plus.

03. FOR A MAJOR ELECTRO/MECHANICAL COMPANY IN LEBANON – C/O NECC

Position

☞ COMMERCIAL MANAGER - RÉF. 13BE-0503

Mission

- Will be responsible for the Strategic Leadership of the company's Sales & Marketing functions
- Will develop the sales and marketing strategy in coordination with the GM
- Will supervise the implementation of the sales strategies
- Will handle the Sales Management process, through setting and/or validating yearly sales targets by product line and sales unit in line with the company's objectives
- Will monitor the sales activities, as well as the receivables to ensure they are within the acceptable limits set by the company financial strategy
- Will also oversee relations between Product Managers and suppliers
- Will ensure that lasting business relationships are built and maintained
- will direct and supervise negotiations with suppliers
- Will monitor stock levels and ensure they are maintained at an optimal level by PMs
- Will work on minimizing financial and warehousing cost while avoiding shortage and loss of sales
- Will supervise all communication and promotion campaigns and initiatives to support sales and/or brand strategies
- Furthermore, he will supervise and coordinate activities of all units in his department, facilitate interaction and communication between them and act as mediator/arbitrator when necessary to resolve conflicts

Profil recherché / Requirements

- University degree; ideally in Business Administration or Engineering, preferably Electrical from well-reputed universities. Masters or MBA is a plus
- Having a minimum of 10-15 years of commercial experience in engineering related sectors or products with a minimum of 5 years as Commercial Manager or Sales Director or Operations Manager or General Sales Manager within well established companies in the fields of electrical/industrial/mechanical engineering preferably in Lebanon or in the Gulf
- Previous experience within a multinational company is a major plus
- Good knowledge of the Lebanese market
- Enjoying a strong yet pleasant personality



- Mature, patient and hard working individual.
- Leader, able to drive sales teams
- Having a strategic vision, risk sensitive.
- Decision maker, problem solver
- Accountable and responsible.
- Strong understanding of the customer and market dynamics and requirements
- Marketing oriented
- Good negotiations and interpersonal skills.
- Strong managerial and organizational skills
- Good communication skills
- Bilingual: Arabic and English.
- Computer literate, including knowledge of MS Office.

04. FOR A MAJOR MULTINATIONAL INDUSTRIAL COMPANY IN LEBANON – C/O NECC

Position

☞ ASSISTANT EXECUTIVE COMMITTEE - RÉF. 13BE-0504

Mission

- Will ensure sustainability of the business planning process
- Will prepare the ground for a Business Plan review covering topics like competition behavior, product portfolio management, growth opportunities, products' positioning ...
- Will contribute and assist in the business unit financial plan process
- Will take the lead on specific projects as requested by Executive Committee members, such as market studies, budget analyses (vs. performance), business development opportunities ...
- Will inform the executive committee about Group guidelines, directives and messages (new and updates) in a timely and efficient manner (summarizing important information to remember)
- Will act as a secretary to the Executive Committee, being responsible for preparing agendas, minutes and following up on action plan for the monthly and regional meetings
- Will commit to respect the company's compliance directives and policies.
- Will ensure alignment of OH&S activities arising from the company's mission, and that relevant actions are taken so that OH&S requirements are met
- Will actively manage risks by ensuring that all related control activities are implemented thoroughly and drive committed and effective incident management
- In addition to other related tasks as assigned

Profil recherché / Requirements

- University degree in Engineering, preferably majoring in Mechanical or Electrical or Chemical or Industrial Engineering or related from well-reputed universities. MBA degree or Masters in Engineering Management is a must.
- Having a minimum of 3-5 years of professional experience with at least 2 years as Executive Committee Assistant, or Business Analyst, or Business Planning Officer or Projects Manager or related, within well-established preferably Management Consulting firms or Large Industrial Companies, or Big 4 firms within their transaction advisory department in Lebanon or abroad.



- Mobile, able to travel 3-4 times per year
- Mature, serious, patient, self-motivated
- Flexible and pleasant personality, team player
- Down to earth and flexible individual
- Quick-minded and problem solver
- Organized, with a strong sense of initiative and follow-up.
- Able to multi-task; time conscious
- Good analytical and administrative skills
- Able to read budgets and financial reports
- Strong exposure to projects management tasks
- Strong communication and reporting skills
- Able to interact with senior managers and line managers
- Bilingual: Arabic/English. French is a plus. Computer literate.

05. CAPITAL BANKING SOLUTIONS

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 : Lebanon. Paris. Monaco. Dubai. New York. Miami.

Position

☞ PERSONNEL OFFICER - RÉF. 13BE-0505

Mission

Responsible for providing support in the various Administrative and HR functions.

- Maintain, update and back up employee database using payroll software.
- Manage and monitor attendance records including vacation, sick leaves, etc...
- Prepare monthly payroll for employees.
- Assist the HR Manger in handling all aspects of employees' insurance including life, medical and workmen compensation.
- Prepare administrative and legal documents related to personnel.
- Coordinate with NSSF representative for all legal declaration procedures related to employee including but not limited to employee registration, stoppage, certifications, End of Service Indemnity withdrawal, medical approval etc...
- Post job vacancies on-line by using mainly job boards and social media and liaise with other recruitment channels including universities to attract and source a pool of talents.



- Assist in organizing and coordinating preparation for job fairs.
- Screen received CVs to match against vacant positions and send them to the HR manager to shortlist potential ones accordingly.
- Manage CV database to ensure proper information are logged on the system for future retrieval.
- Administer reference check to short-listed candidates and make final assessment accordingly.
- Liaise with training providers to fulfill training needs.
- Provide day to day assistance and guidance to employees on various Human Resources matters.

Profil recherché / Requirements

- Bachelor Degree in Human Resources Studies or any related field
- Minimum 2 to 3 years of experience in the same field
- Fluent in Arabic, English and French
- Good knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- Good level written and verbal communication skills.
- Good organizational skills
- Team player
- Trustworthy
- Ability to deal with change
- High level of ethics

06. LES AFFICHAGES PIKASSO S.A.L.

Position

☞ ACCOUNT MANAGER - RÉF. 13BE-0506A

Mission

- 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 revenue potentials.
- Maintain current clients, identify and approach new potential clients.
- Present and sell company products to current and 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 through planning coordinating, and directing the advertising campaigns.
- Accompany clients to visit panels on site when needed.
- Prepare presentations, proposals and sales contracts in coordination with the Commercial Director.
- Ensure monthly sales targets are reached.
- Follow up on the client's approval.



- Identify and resolve client concerns.
- Ensure regular updates on all the installed and uninstalled campaigns per network.
- Prepare daily minutes of meeting to be shared with the commercial team.
- 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

- University graduate with a degree in Marketing, Advertising or Public Relations.
- 5-6 years experience in sales with at least 1 year in a senior or managerial position in Sales or a related field.
- Fluent in English, French and Arabic.
- 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.

Position

☞ QUALITY SAFETY & ENVIRONMENT MANAGER - RÉF. 13BE-0506B

Mission

- Ensure quality systems are established, audited, and continually measured and reviewed for improvement.
- Issue, update and maintain the quality system documentation.

Main Tasks :

- Establish and maintain an effective internal quality audit program.
- Coordinate with head of departments for the initiation of corrective / preventive actions and follow up its application.
- Set a yearly meeting with the company quality steering committee.
- Handle assessment and gap analysis of newly established processes.
- Perform quality manual review to ensure the update of published procedures, policies, working instructions and operational forms.
- Lead the drafting of policies, procedures and instructions.
- Ensure the installation of indicator boards for each process.
- Collect information and process flow to set the needed procedures, and format them in compliance with international standards, company policies and best practices.
- Ensure total integration of the Safety and Environment project, and detect any problems that could obstruct its establishment.



- Follow up on the development of the safety and environment project, periodically control all the stages of the implementation and take necessary measurements of adjustment.
- Establish a system of control to ensure all instances of non-conformance are investigated, in order to establish the cause (or potential non-conformities) and determine the corrective (or preventive) actions required.
- Set a defined process for the internal quality audit and ensure regular follow-up, to ensure conformity of the quality management systems with the requirements of the company and the ISO 9001.
- Carry out internal audits on quality, Safety and environmental management systems.
- Ensure the application of core processes related to the ISO 26000 and the Social Responsibility.
- Engage the company in a continuous system of quality improvement, to succeed and exceed customers' expectations.
- Concentrate on the customers' satisfaction by collecting the satisfaction and complaint forms, and analyze and report the customer satisfaction results.

Profil recherché / Requirements

- University graduate with a degree in Business Administration.
- 4-5 years experience in TQM and quality control with 2 years in a senior or managerial position.
- Fluent in English, French and Arabic.
- Computer literate with good knowledge in Excel, Word and Outlook.
- Good communication and organization skills.
- Team player.
- Detail Oriented.
- Good problem solving skills.
- Good knowledge of the Quality ISO standards, ISO 14000 (Environment), and Health and Safety Standards OHSAS 18001.
- Good knowledge and application of CSR Standards and ISO 26000.

07. FOR A HEALTH CONSULTING COMPANY

Position

- BIostatistician - RÉF. 13BE-0507A
Report to Country Manager -Lebanon
Direct report(s): Biostatistics Manager (France)

Mission

- Writing the statistical section of the study protocol,
- Calculating the number of subjects required,
- Programing randomization list,
- Writing the statistical analysis plan,
- Programing, analysis and validation of the results,
- Consulting in statistical methodology,
- Management and training of statistical programmers,
- Participation in blind review meetings,
- Writing the statistical reports,



- Respect of quality commitments,
- Participating in the improvement of the Quality System: non-conformities management, review/creation of standard operating procedures and documents,
- Identifying and recording non-conformities.

Profil recherché / Requirements

- Good level of English, French and Arabic (spoken and written)
- Good knowledge of SAS/BASE, SAS/STAT, SAS/GRAPH, SAS/MACRO, SAS/SQL
- Good command of office software (excel, word, power point, outlook)
- Analytical, rigorous and organized
- Good interpersonal skills
- Good oral and written communication
- Attention to detail
- Scientific diploma (5 years minimum) in Mathematics, biostatistics is a plus.
- Training course or experience with SAS

Position

- CLINICAL RESEARCH ASSOCIATE (CRA) - RÉF. 13BE-0507B
Report to Country Manager -Lebanon
Direct report(s): Clinical Operations Manager (France)

Mission

- Participation in the creation of the monitoring documents,
- Participation in the regulatory submissions,
- On site visits: selection, initiation, monitoring and close-out,
- Serious Adverse Event (SAE) declaration and follow-up,
- Management of study drugs: accountability, returns, storage, resupplies...,
- Management of the stud material
- Investigators Site Files preparation, check and update,
- Trial Master File set up and maintenance
- Study tracking and follow-up tools update,
- Case report forms quality control and handling,
- Management of queries,
- Communication with the investigational sites,
- Investigators and hospitals contracts management,
- Management of investigator fees and hospital invoices,
- Participation in investigator's meetings,
- Respect of quality commitments,
- Participating in the improvement of the Quality System: non-conformities management, review/creation of standard operating procedures and documents.



Profil recherché / Requirements

- Good level of English, French and Arabic (spoken and written)
- Knowledge of GCP and ICH guidelines
- Good command of office software (excel, word, power point, outlook)
- Analytical, rigorous and organized
- Good interpersonal skills
- Good oral and written communication
- Ability to summarize
- Able to travel
- Scientific diploma (Pharmacy, Medicine, Biology, Biochemistry,....) (4 years minimum).
- Training course or experience of minimum 6 months in clinical research (as CRA or CRC).

08. TONY WARD COUTURE

Position

☞ MARKETING COORDINATOR - RÉF. 13BE-0508

Mission

The marketing coordinator is responsible for implementing the marketing strategy while making sure the brand image is well maintained. Under the responsibility of the marketing manager, he will participate in the day-to-day activities of the marketing department.

- Develop the online and social media activities.
- Maintain strong relationships with the press.
- Write press releases and product descriptions.
- Implement various marketing activities.
- Coordinate with graphic designers, journalists...

Profil recherché / Requirements

- Bachelor degree in marketing or equivalent (Masters is a plus)
- Fluent in English, Arabic and French
- 2 – 5 years of relevant experience
- Excellent written and verbal communication skills
- Strong knowledge of Microsoft Office products (Photoshop is a plus)
- Strong customer service skills
- Passionate about fashion



09. COMPAGNIE DE TELECOMMUNICATION

Position

☞ SENIOR EXECUTIVE ASSISTANT - RÉF. 13BE-0509

Mission

The Senior Executive Assistant will be responsible for the coordination of activities (operations and planning) and ensuring timely flow of information to and from the executive office. She/he handles details of a highly confidential and critical nature, and must function efficiently and effectively in a fast-paced professional environment. She/he will have a proven ability to independently manage multiple tasks and projects with competing priorities and deadlines, screen and prioritize communications and opportunities from external and internal sources, and organize and maintain administrative processes is essential to this position. The ideal candidate will be dynamic, high-energy, organized, with creative writing skills conveying the required communication and image as set by the CEO to a high level addresses, able to support cross-functional coordination in a fast pace environment and possess excellent judgment. She/he will be required to be available during regular business hours weekends, on occasion as needed to provide support and assistance to the CEO :

- Manage external contacts for CEO, proactively understanding who they are, which priority contacts are and keeping track of periodic communication needed for priority contacts.
- Ability to anticipate the CEO's needs and proactively bring together appropriate people and resources to support the executive in addressing issues.
- When the CEO chairs meetings: Prepare agenda in advance; assist with and provide research/background information, content development, and creation of presentations and coordinate meetings.
- Manage the daily schedule of CEO, ensuring that she knows her schedule 24 hours in advance and keeping appointments and meetings on time or changing schedules when necessary
- Develop and maintain a system that alerts to upcoming deadlines on incoming requests or events.
- On own initiatives process/compose correspondence/reports for CEO's and/or executive teams replies. And draft all the letters, correspondence and all writing communications on behalf of the CEO.
- Manage CEO travel arrangements and proactively coordinate the pre-planning of trips with various internal functions, including arranging appropriate travel, visas.
- Manger to prepare the CEO trip expense reimbursements, and logistics.
- Prepare the travel agendas and necessary contacts, country information, presentation materials, documents and other necessary preparations.
- Act as the lead in preparation for quarterly Board Meetings, including tracking, monitoring and following the progress of open action items, drafting the agenda, setting the timetable and owners for board material preparation, producing a final draft of the Board Book, and producing accurate Board minutes at each meeting.
- Manage effective contacts and relationships with Board Members.
- Handle confidential information in a professional and discreet manner.
- Anticipate the needs of the CEO and act accordingly.
- Act as the CEO's representative and ambassador to external constituents as directed.



Profil recherché / Requirements

- Bachelor's degree or equivalent experience.
- Minimum 6-10 years or equivalent work-related experience supporting C-level Executives and experience working with Boards of Directors, necessary.
- Demonstrated ability to handle confidential information appropriately.
- Highly proficient in the following software programs: (Word, /Excel/PowerPoint, databases).
- Extensive experience in administrative preparation of board presentations.
- Excellent written and verbal communication skills/ Creative writing.
- Ability to stay focused, efficient, and effective in managing multiple priorities.
- Professional demeanor and ability to defuse emotional situations in a calm manner.
- Strong interpersonal skills and good judgment.
- Proven ability to work independently to achieve accomplishments.
- Ability to communicate effectively with all levels of employees and outside contacts.
- Experience working in an International arena a plus.
- Mature, energetic with a 'let's roll up our sleeves' attitude which is especially important in a small but growing organization.
- Proven ability to effectively collaborate with internal team, cross-functional team, and external parties in a rapidly growing environment
- Ability to provide after hour and flexible support a must.
- Ability to travel.

10. NEW HEALTH CONCEPT (NHC)

Position

☞ MANAGING DIRECTOR IN CHARGE OF MARKETING AND ADVERTISING - RÉF. 13BE-0510

We are a consultancy firm specialized in Emergency Health Care and risk management. We manage:

- A training center providing continuous education and tailored courses
- A scientific medical Journal dedicated to health professionals,
- A series of activity books for the whole public especially children

Our clients are: NGOs, UN agencies, EU, Governments, hospitals, universities, public and private institutions.

Mission

- Promotion, advertising and marketing
- Management of logistical issues: impression, distribution, etc.
- Contact with announcers
- Follow up, evaluation and control
- Management of and participation in events related to our field of work
- Contact with partners and Media



Profil recherché / Requirements

- Good communication skills
- Organization skills
- IT use such as excel, word, emailing, social media network, etc.
- Trilingual: Arabic, English and French.
- Knowledge of healthcare system and / or publications
- Minimum requirement: Bachelor degree in management or business administration, Management Hôpital et Santé is a plus.



EMPLOIS PROPOSES A L'ETRANGER

11. CARLSBERG MENA

Position

☞ COUNTRY MANAGER – ALGERIA - RÉF. 13BE-0511

Mission

A strong contributor to the fulfilment of the vision and aggressive growth targets for the Carlsberg Portfolio in Algeria particularly by:

- Maintaining and developing partnerships for mainly alcoholic brands in Algeria (Carlsberg & Kronenbourg 1664) and non-alcoholic brands (Moussy/ Holsten and Ana Eve) in Algeria but also potentially Libya as second main focus.
- Securing the long term value of our brands by developing a significant market position
- Identify and pursue new market and partner opportunities
- Responsible of the overall performance of the brand by improving product sales and market share

The position in brief :

- This position is for a highly dynamic, open-minded and ambitious person with excellent marketing and commercial skills
- The position offers a great deal of independency and the right candidate is a person who sees obstacles as possibilities for improvement. Strong interpersonal skills are a must as the position requires interaction with a variety of people
- The Country Manager (CM) will be covering the geographic location of Algeria. Also the position will include travel to other markets in the region for research and development purposes (Morocco, Libya, Egypt)
- The Country Manager will be based in Algiers and on a daily basis interact with the Carlsberg Partner. There will also be in a direct reporting line to Carlsberg Regional office in Dubai
- The Country Manager will work a total of five days per week, in busy periods, more may be required

Responsibilities :

- Lead on the ground market research efforts to understand customers' perception and behavior and formulate effective marketing strategies to ensure the brand receives maximum visibility and perform better than their competitors.
- Monitor market trends and identifying potential areas in which to conduct marketing activities, based upon consumer and trade needs
- Monitor product distribution throughout Algeria and ensure continuous product availability on the shelf and in company's warehouses
- Plan, develop and coordinating the implementation of marketing initiatives and activities for the brand.
- Work closely with sales, marketing and supply chain teams
- Supervising marketing literature and campaigns, for the Algerian market aligned with Carlsberg
- Communicate, coordinate and report to the principle the brand overall performance
- Monitor competition sales and marketing activities
- Prepare purchase forecast and sales targets on monthly basis
- Reporting on the progress of sales and purchasing



- Prepare purchase orders of the brand's product and follow-up till the arrival of the product to the company warehouse
- Provide training for employees covering the brand and its products
- Actively travel in Algeria for nationwide account management

Profil recherché / Requirements

- University or Business School education (MSc, MBA, HD diploma or equivalent).
- Either experience within FMCG marketing management. (min. 3-5 years) and experience within Sales / KA management
- Or top business school graduate, with still short experience in structured FMCG marketing management and strong entrepreneurial & hand-on attitude
- Management of own customers and knowledge of key sales tools
- Results-oriented, systematic, pragmatic, good inter-personal skills and with strong drive
- Strong negotiation skills and solid financial understanding
- Fluency in English, French and Arabic written and oral
- Professional experience with the beverage industry and the ME region is preferred, but not a requirement
- Have the possibility to travel in the Region and be willing to travel in markets like Morocco, Algeria or Egypt

Sales and Marketing - (task priority: 1, spend of time: 20%)

- Ensure all POSM is executed and maintained in the best possible manner in the trade
- Route ride and coach sales reps to ensure brand focus and execution
- Report to Carlsberg in the specified manner required
- Prepare forecasts and reports for sales forecasting

Distribution - (task priority: 2, spend of time: 75%)

- Coordinate with sales to see that sales and weighted distribution targets are met
- Research all possible new outlets
- Attend meetings with accounts and sales reps to acquire accounts
- Follow up meetings with accounts to monitor and feedback progress
- Compile database of accounts for reference and tracking purposes
- Ensure all new accounts are given the highest level of personal service possible

Carlsberg Portfolio - (task priority: 3, spend of time: 5%)

- Travel to other regions for Carlsberg portfolio research



STAGES

12. FOR A HEALTH CONSULTING COMPANY

Stage

- ☞ MARKET ANALYST/SPECIALIST INTERN - RÉF. 13BE-0512
Report to Country Manager –Lebanon (3 months position)

Mission

- Setting a market study and a business plan for the launching of new para-pharmaceutical and pharmaceutical products, in Lebanon and Middle East,
- Presenting a final report,
- Presenting recommendations for the launching of the products,
- Design a marketing strategy for the launching of the products.

Profil recherché / Requirements

- Good level of English, French and Arabic (spoken and written)
- Good command of office software (excel, word, power point, outlook)
- Analytical, rigorous and organized
- Good interpersonal skills
- Good oral and written communication
- Pro-active and autonomous
- Bachelor's degree in Marketing, Finance or economy. Master's is a plus
- Experience in a similar position is a plus.

DIVERS

13. FERN INTERNATIONAL

Position

- ☞ VOLUNTEERS - WORLD ENVIRONMENT 2013 - RÉF. 13BE-0513
(*envoyer nom et contacts*)

Mission

This year's World Environment Day theme is Think.Eat. Save. and it's all about food waste. FERN will be hosting a live cooking event at Souk el Tayeb, during which they will make tasty meals out of vegetables that usually don't leave the farm, because they are cosmetically imperfect.

June 1st: LOOKS AREN'T EVERYTHING: from farm to table with FERN at Souk el Tayeb from 9am-3pm.

FERN needs volunteers for:

- Two shifts, one from 9am to 12pm, and the other from 12pm to 3pm (3 hour shifts)
- Interact with the public. FERN will provide talking points, around issues of food waste, environmental impact of wastefulness, ways to reduce food waste at home, and how to sort recyclables from food waste
- Volunteers will rotate throughout the Souk that day, explaining to the public which bins to use for the stuff that they want to throw away
- Seeking 20 people total, two groups of ten, Free food for the volunteers!

Profil recherché / Requirements

Dynamic, interactive and cooperative students who are interested in learning about food waste management and the initiatives of FERN.