

# BULLETIN EMPLOI

Mars 2013

## 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 Isabelle Mohbat - réf 03BE-1315*
- Une lettre de motivation est vivement recommandée.

**Dépôt des candidatures avant le 27 mars dernier délai**

18 mars 2013



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## EMPLOIS PROPOSES AU LIBAN

### 01. LIBANPOST

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#### Position

☞ PROJECT MANAGER - RÉF. 13BE-0301A

#### Mission

- Develop, clarify and manage the scope of the project, defines contract deliverables and achieved targeted outcomes
- Ensure that project requirements are achieved in the time frame and within budget guidelines
- Assemble project team, identify needed resources, assign responsibilities and develop timeframes in order to facilitate successful completion of project activities and deliverables
- Coordinate efficiently with the partners and the related working groups engaged in the project
- Develop and maintain a detailed work plan, manage project deliverables in line with the project plan. Record and manage project issues and escalate it when necessary, resolve cross-functional issues at project level. Monitor project progress and performance
- Propose any process improvement within department

#### Profil recherché / Requirements

- BS in Computer Science or an equivalent combination of education and experience.
  - 3-5 years of direct work experience in a project management capacity, including all aspects of process development and execution.
  - Good language skills ( Arabic, English and French)
  - Good computer skills ( Using Internet, MS Office: Word, Excel and power point)
  - Managerial, Interpersonal and Behavioral skills
- 

#### Position

☞ PRODUCT DEVELOPMENT OFFICER - RÉF. 13BE-0301B

#### Mission

- Assess and promote new products/services within LibanPost and roll out joint services, to strengthen company synergy and expand business opportunities.
- Prepares IT requests and project deliverables
- Improve processes and customer journey

#### Profil recherché / Requirements

- Bachelor's degree in marketing, business or any related field
- 3 to 5 years of experience in the product management field
- Banking or Telecom background
- Superior presentation and analytical skills



- Organization and prioritization skills
  - Good communication skills
  - Project management
  - Excellent Arabic and English
- 

#### Position

☞ SENIOR HR OFFICER - RÉF. 13BE-0301C

#### Mission

- Initiate and manage new HR projects while ensuring that the implementation is achieved on time, in budget and in accordance with the company objectives.
- Develop and review policies and procedures while ensuring that they meet the best practices and the organizational objectives.
- Manage and lead new HR projects while ensuring that the implementation is achieved on time and in budget.
- Coordinate with the IT department to continuously improve the HR systems within the company.
- Manage and fully utilize the HRMS.
- Provide advice on organizational structure, overlap of responsibilities etc...
- Perform any other relevant duty assigned by the Line Manager.

#### Profil recherché / Requirements

- BA in HR or equivalent.
- 5-6 years of HR experience in structured environment
- Advanced language skills (Arabic, English & French)
- Good computer skills (Internet and MS Office: Word, Excel and Power point)
- The ability to relate to employees at all levels
- The ability to encourage and motivate people at all levels

## 02. CEDARCOM

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#### Position

☞ MARKETING & BRANDING OFFICER - RÉF. 13BE-0302A

#### Mission

##### Collateral Materials & Copywriting:

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

##### Display Advertising:

- Responsible for proposing and managing the entire consumer media display campaign to create demand and awareness for Cedarcom /Mobi brands and products.
- Create the media schedule for to target end users, corporate and resellers.
- Negotiate the best pricing.



- Create or direct the conception and production of Ad conception, copy and materials.
- Create a tracking system created in design and linked to fulfillment to measure the effectiveness of each publication and campaign. Prepare quarterly reports documenting the ROI.
- Ensure a uniform, consistent product and corporate image through the media.
- Maintaining and building contacts with the media;
- Writing and distributing press releases;
- Evaluating marketing campaigns & write summary reports to the MSM;
- Managing the production of marketing materials, including product packaging, leaflets, posters and flyers - this can involve writing and proofreading copy and liaising with designers and printers;
- Arranging for the effective distribution of marketing materials;

#### Events Management:

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

#### Website Management:

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

#### Direct Response & Direct Marketing:

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

#### Tracking & Database Maintenance:

- The Marketing Coordinator is also responsible for maintaining the company database--either directly or indirectly. The data must be updated, and accessible for direct upgrade mailings, direct fax, direct SMS, and direct E-mail.



- Responsible for ensuring consistent, accurate data and for coordinating with the other departments to encourage conformance.
- Responsible either directly or indirectly for registration data entry from cards or via import from the Web site.
- The company database always needs to be requisitioned through the Marketing Coordinator.

#### Product Development:

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

#### Revenue Growth:

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

#### Budget:

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

#### Market Research and Information

- Visit the POS daily and fill surveys.
- Prepare reports per POS and attach pictures for comparison reasons.
- Gather market information and evaluate it in order to be able to plan necessary measures and ensure market leadership
- Use CRM efficiently to maintain good and professional relations with the customers.
- Conduct and analyze market research to determine risk and marketability of potential products and product features. Supply information to appropriate personnel

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#### Position

☞ RETAIL MANAGER - RÉF. 13BE-0302B

#### Mission

- Manage and Supervise the Walk-in Sales, Customer service and Telesales Department:
  - Walk-in Sales & Customer service Team Leader
  - Walk-in Sales & Customer service Representatives
  - Drivers
  - Telesale Team Leader
  - Telesale Agents
- Visits POS and market visits regularly, when needed



- Market research and information gathering
- Product competition
- Partnership and strategic deals
- Channel Sales and Relationships

#### Profil recherché / Requirements

- Experience in Lebanon Market is a must.
- 3-5 years experience in a managerial position

### 03. HOLDAL ABOU ADAL GROUP

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This is an exciting position within an established Lebanese Group that is implementing an ambitious 10-year transformation program in the Levant following a period of consistent growth.

The Executive PA role sits within HOLDAL Holding, reporting directly to the CEO and interfaces closely with him on a day-to-day basis. The Executive PA's role is to support current and future HOLDAL Group business activities, while also providing administrative and operational services that will release the CEO from day to day time consuming tasks and allow him to focus on key strategic decisions.

#### Position

☞ EXECUTIVE PERSONAL ASSISTANT - RÉF. 13BE-0303

#### Mission

- Pro-actively manage the CEO diary and schedule meetings, appointments and public speaking engagements. Ensure efficient management of appointments diary and meeting schedule, including timing, priority setting, agenda preparation and document preparation – this involves suppliers, clients, employees, partners, and financial institutions.
- Assist the CEO in managing strategic relationships with the above stakeholders ensuring that a detailed relationship management strategy is created and executed effectively.
- Ensure that the CEO is always in the correct place on time with all relevant papers and information required. Prepare a briefing schedule (booking preparatory meetings and briefings).
- Attend ALL meetings with the CEO, take minutes, record agreements and important actions, and follow up with concerned parties to ensure their completion.
- Respond to and resolve a wide range of queries, allowing the CEO to focus only on important matters.
- Manage the incoming mail, overseeing the received correspondence and allocating items. Filter mail on behalf of the CEO and present relevant items for his perusal – Screen large number of telephone calls, e-mails, and letters.
- Draft correspondence (emails & letters) to partners, and relevant internal stakeholders and share with the CEO for his final approval prior to sending.
- Create and maintain personal records and filing (archiving) systems for optimum ease of access (Hard copies, soft copies, and e-mails)
- Maintain contact with all of the CEO's internal & external contacts and set up all meetings.
- Liaise with senior management team (SMT) and Business Units (BU) managers.
- Organize and liaise with agencies for all of the CEO's travelling, accommodation, and events attendance.
- Greet guests and assist the CEO in all Public Relations activities.
- Manage the CEO's office during his absence.



### Profil recherché / Requirements

- Bachelor degree – preferably in Business Administration, Communications or similar fields.
- Experience in a multinational is a plus
- Excellent communication skills (verbal and writing) in French, English and Arabic.
- Excellent presentation skills and very well versed in all aspects of Microsoft Office (PowerPoint, Word, Excel, Visio...)
- Strong IT knowledge and computer skills
- Ambitious, self motivated, determined, perfectionist and proactive. Enjoys taking initiatives.
- Fast learner with a strong business acumen
- Organised, disciplined, with excellent ability to plan, deliver & measure progress
- Ability to identify and set priorities
- A completer/finisher - gets things done effectively
- Resilient, patient, flexible (adapts style to suit the situation)
- Ability to respect the environment around the CEO
- A people person who builds and maintains relationships effectively
- Extremely discrete to ensure that confidential information is protected at all times
- A very positive person with a light sense of humour and a big smile

## 04. FP7 PROMOSEVEN

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### Position

☞ ACCOUNT EXECUTIVE - RÉF. 13BE-0304  
Report to Account Manager

### Mission

Account Executives are passionate about getting the job done. In fact, they are the ultimate project manager, firing on all cylinders all the time. They assist in the execution of all marketing activities driving their business. They anticipate the entire process, from who is involved, to what needs to get done, and how it all fits together. Account Executives contribute to their client's business through their strong understanding of the creative product and their role in its creation, and through their knowledge of the client, the client's business and their consumer. They are expected to act and think creatively and strategically, contributing to their team, but also owning their projects and integrating around ideas. Account Executives must inspire confidence to deliver the integrated resources that best meet the needs of their client's business.

Core attributes of an Account Executive are: Contributor, Solution-Oriented and Idea-Oriented. He or she loves details. Is Curious and is constantly finding out as much as he or she can about the brand, its competition and business. Listens. Listens more and attempts to get as much as possible from client meetings, internal meetings and day to day.

### Profil recherché / Requirements

#### Account Management

- Never ever walk into a meeting without a notepad and a business card. Taking notes; and the minutes of the meeting is a critical job attribute; and contact reports should be filled out and sent to distribution list 24 hours after a meeting



- Proactively questions and problem-solves with creative, production and media departments to ensure smooth progress on all client projects
- Adept at identifying potential problems and developing recommended solutions to review with their Account Manager/Account Director
- Doesn't just identify problems, but actively seeks process solutions and brings these forth to their manager
- Responsible for the timely and accurate issuance of all status and budget reports to the client and agency team members. Ensures budgets and timelines are met and alerts team of potential issues
- Excellent time and project management skills
- Demonstrates detailed knowledge of their client's business
- Supports the team with presentations and finding facts and context to surround the strategy Helps to gather the product facts for the creative's and the teams, and also helps planning to identify the competitive landscape
- Has good knowledge and understanding of agency processes and the time required to complete each stage. Can formulate the implication of changes to budget and delivery timelines
- Displays a superior understanding of the needs of each department (agency and client side when necessary) that will be involved in the execution of client projects. Provides key, relevant information to these departments in a timely manner
- Effectively fields questions from various departments pertaining to a brand/project, by demonstrating an understanding of client objectives, issues and requirements
- Is a consistent researcher and browser often sharing relevant and interesting facts regarding the client and their brand with the rest of the team
- Demonstrates strong presentation skills, both in preparing materials required and in delivery. Excellent written skills
- Is the ultimate project manager; knows how to get it done. Is the go-to person for the execution of all advertising plans
- Where possible, makes problems go away through proactive management
- Takes initiative to source input or feedback before making major project or client related decisions
- Takes responsibility and ownership for actions taken and results
- Has a fresh view on things and is comfortable providing input and ideas and participating in team brainstorms
- Develops a solid understanding of integrated advertising skills and the power of effective advertising
- Enjoys the world of advertising, is proactive about their own knowledge and is constantly learning and wanting to learn more
- Demonstrates a solid understanding of digital and social media campaigns especially as how it relates to the client's and their competitors' business

#### Client Management & Relationship Building

- Forges strong relationships among key partner departments (creative, media, production, etc.) to facilitate the smooth progress of client projects
- Researches and develops a detailed understanding of the client's business and the market in which they operate
- Builds client confidence by demonstrating an ability to creatively manage and deliver a quality product, on time, on strategy and on budget
- Maintains constant contact with client counterpart to update them on the status of projects
- Works with the creative as part of the team not adversaries
- Builds healthy, productive relationships with both clients and team including partner departments e.g. creative, production



#### Creative Management

- Adds value to the creative process by providing ideas and support and helping to overcome possible obstacles
- Participates in the assessment of creative from a factual perspective, ensuring that the work is on brief, includes the required elements and meets the brand guidelines

#### Strategic Planning

- Understands the role of strategic planning, the importance of a strong strategy; consumer insights and relevant brand data and how these can enhance the creative brief
- Assists strategic planning team in the development of the quarterly brand reviews for the client

#### Financial Management

- Manages client budgets carefully and responsibly, setting a good example for Account Coordinator and junior clients
- Demonstrates fiscal responsibility. Understands the importance of the client and agency accounting processes including purchase orders, monthly billings and effectively managing client estimates and billing

#### Team Management

- Exhibits integrity, professionalism, dependability and mature thinking. Acts as a role model for Account Coordinator
- Keeps managers and entire team informed of key developments on the business
- Is an excellent listener for both the agency and client teams

#### Agency Culture & Knowledge

- Has a working knowledge of all FP7 tools and the credentials and processes of the MCN companies
- Understand the roles and responsibilities of other Agency teams (including Creative, Media, Strategic Planning) and manages their involvement appropriately
- Constantly striving to achieve company goals with passion and energy and working to achieve your full potential

## 05. ABC

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### Position

- ☞ SENIOR RECRUITMENT & SELECTION SPECIALIST - RÉF. 13BE-0305  
Department: Human Resources  
Location: ABC Head Office

### Mission

Accountable for achieving recruitment objectives by sourcing, attracting and evaluating job candidates to provide hiring managers with a suitable pool of potential candidates.

- Enhance the recruiting process to meet hiring goals through the efficient use of the recruitment software;
- Receive job applications and maintain timely and effective applicants' tracking systems;
- Assist in the preparation of forums, job fairs and other recruitment initiatives and act as a main participant during all events;
- Arrange interviews for self and for hiring managers by coordinating schedules and room booking for hiring managers;



- Interview, evaluate and select job applicants and offer potentials;
- Ensure vacancies are filled with the suitable profiles within the set time frame;
- Ensure all recruitment policies and procedures are adhered to and recommend improvements;
- Support the R&S Department in the preparation and execution of various projects;
- Issue the recruitment reports and metrics in a timely manner;
- Post and update online vacancies on recruitment portals and company career web page;
- Perform other job related duties as assigned.

#### Profil recherché / Requirements

- Bachelor's Degree in Business Administration. Master's Degree/Diploma in Human Resources Management is a plus.
- 3 to 4 years of experience in recruitment
- Strong organizational, time-management and multi-tasking skills
- Ability to work under pressure with tight deadlines
- Proactive and results driven
- Strong communication skills, team player
- Proficient in Ms Office programs
- Fluent in Arabic, English and French

## 06. CAPITAL BANKING SOLUTIONS

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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

☞ SENIOR BUSINESS ANALYST- RÉF. 13BE-0306A  
Location: Hazmieh

#### 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
- Knowledge of Banking functionalities
- English – Arabic – French is a plus
- Computer Literate (Word, Excel, PowerPoint)
- Analytical and problem solving
- Good Planning/Organizing
- Reporting writing skills
- Flexibility and Adaptability
- Communication
- Collaboration & Teamwork

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#### Position

☞ BUSINESS DEVELOPMENT MANAGER - RÉF. 13BE-0306B  
Location: Hazmieh

#### Mission

Building a brand visibility and maintaining an effective sales channels :

- Assuring the company's business development in the Middle East Market by actively building the sales forecast.
- Promoting the portfolio of products and services of the company through seminars, direct sales meeting and solution demos.
- Negotiating and closing business proposal
- Managing Sales channel through our global and local partners
- Coordinating with the Pre-sales consultants for solution demo
- Preparing business case studies and specifying market requirements for current and future products

#### Profil recherché / Requirements

- MBA or BS Degree in banking or information technology
- More than 8 years of experience in selling and promoting banking solution in the Middle East Area
- English – Arabic – French is a plus
- Knowledge of Microsoft office product
- Well exposed to project management (PMP, Prince II, MS Project)
- Communications skills
- Strong presentation skills
- Strong Sales Technique Skills
- Highly motivated and driven person recognized for innovation and initiative
- Well exposed to Banking and Financial industry



### Position

☞ BANKING CONSULTANT- CAPITAL MARKETS - RÉF. 13BE-0306C  
Location: Hazmieh

### 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.
- Define, develop accurate and complete test plan
- Identifies, documents and reports banking products deficiencies
- Assists in enforcement of project deadlines and schedules.
- Conduct customer's training on the functionalities of the banking product.
- Prepare weekly progress report.

### Profil recherché / Requirements

- Bachelor Degree in Banking & Finance or equivalent
  - Minimum 3 to 5 years of experience in Capital Markets
  - Fluency in the English, French, and Arabic languages
  - Computer Literate (Word, Excel, and PowerPoint), basic Internet and client/server architecture, knowledge of SQL and database design.
  - Capital markets and derivatives
  - Exposed to the latest accounting practices (IAS, IFRS...).
- 

### Position

☞ BANKING CONSULTANT- REGULATORY REPORTS - RÉF. 13BE-0306D  
Location: Hazmieh

### 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.
- Define, develop accurate and complete test plan
- Identifies, documents and reports banking products deficiencies
- Assists in enforcement of project deadlines and schedules.
- Conduct customer's training on the functionalities of the banking product.
- Prepare 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), basic Internet and client/server architecture, knowledge of SQL and database design
  - Knowledge of Banking accounting practices and Regulatory reports.
  - Exposed to the latest accounting practices (IAS, IFRS...).
- 

### Position

☞ BANKING CONSULTANT - RETAIL - RÉF. 13BE-0306E  
Location: Hazmieh

### 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.
- Define, develop accurate and complete test plan
- Identifies, documents and reports banking products deficiencies
- Assists in enforcement of project deadlines and schedules.
- Conduct customer's training on the functionalities of the banking product.
- Prepare weekly progress report.

### Profil recherché / Requirements

- Bachelor Degree in Banking & Finance or equivalent
  - A minimum of 5 years of experience in Retail Banking
  - Fluency in the English, French, and Arabic languages
  - Computer Literate (Word, Excel, Powerpoint), basic Internet and client/server architecture, good knowledge in SQL and database design
  - Retail Banking
  - Exposed to the latest accounting practices (IAS, IFRS...).
-



### Position

☞ BANKING CONSULTANT-TRADE FINANCE - RÉF. 13BE-0306F  
Location: Hazmieh

### 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.
- Define, develop accurate and complete test plan
- Identifies, documents and reports banking products deficiencies
- Assists in enforcement of project deadlines and schedules.
- Conduct customer's training on the functionalities of the banking product.
- Prepare weekly progress report.

### Profil recherché / Requirements

- Bachelor Degree in Banking & Finance or equivalent
- A minimum of 5 years of experience in Trade Finance
- Fluency in the English, French, and Arabic languages
- Computer Literate (Word, Excel, Powerpoint), basic Internet and client/server architecture, knowledge of SQL and database design
- Trade Finance
- Exposed to the latest accounting practices (IAS, IFRS...).

## 07. KURBAN GROUP

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### Position

☞ HR MANAGER - RÉF. 13BE-0307  
Reporting to Director

### Mission

#### **Recruitment**

- Facilitate recruitment process including position posting, marketing, and interviewing
- Carry out all recruitment activities including advertisements, creation of interview questions and tests
- Conduct interviews
- Make selection recommendations to the manager
- Verify references
- Plan human resource recruitments in conjunction with hiring managers which are in line with current and forecasted staffing requirements and budget
- Generate offer / rejection letters for new employees
- Maintain and ensure good applicant filing system and shortlisted candidates' database system
- Compile job descriptions and evaluation as required
- Liaise with Hiring Manager to organize recruitment activities (advertising, job posting, job fairs, etc.)
- Receive and review recruitment request



- Prepare and control the quality of job advertisement draft and arrange job advertisement posting
- Work together with Hiring Manager to define: selection criteria, preparing interview guidelines and necessary assessment test required
- Review incoming application based on the established selection criteria and prepares the shortlist
- Set up interview schedule, contact the short listed applicants, coordinate the schedule with the panel interview members and arrange the interview venue
- Assist the Hiring Manager in preparing interview result report
- Determine the offer to selected candidate in coordination with the top management
- Coordinate with the Deputy GM to ensure the timely production of employment contracts and completeness of personnel file for new staff
- Assist with arranging for orientation session for new hires
- Provide regular recruitment progress report
- Follow all Lebanese labor law for registering new employees
- Ensure personnel files are accurate, complete and compliant

#### **Payroll / Benefits**

- Assist employees with questions regarding employee benefits
- Maintain vacation requests and track eligibility, time accrued/taken for employees
- Ensure that monetary compensation is competitive with the marketplace and internal equity is achieved for each position
- Prepare payroll records for submission to accounting clerk and taxes
- Foster a work environment in which employees feel comfortable
- Be responsive to employee questions and concerns

#### **Training**

- Analyze training needs and gather information from direct managers relative to their staff training needs.
- Develop and maintain library and co-ordinate acquisitions
- Coordinate with the line manager for training courses./ sessions
- Oversee on the job training of new and existing employees
- Assist in the development of the training budget
- Establish and maintain employee, supervisory and management records of training
- Review training policies, procedures and practices, recommend improvements to top management
- Co-ordinate internal and external training opportunities in support of existing operational needs and future strategic needs of client groups

#### **Performance Appraisal**

- Perform regular evaluations and provide recommendations
- Assist managers with performance management, employment standards and or related questions
- Plan, organize and execute the employee performance appraisal
- Analyze for effectiveness by providing reports to senior management on the results of the performance appraisal
- Recommend bonuses salary increase promotions based on appraisal outcome

#### **Administrative**

- Maintain organization chart up to date with respect to employees' rotation, termination and promotion
- Maintain salary structure for new positions, as directed
- Act as a resource for management on human resource issues and legislative compliance
- Process paperwork for new hires, terminations, leaves of absence, rate/job title changes, performance appraisals, and other personnel actions
- Respond to employees request regarding regulations
- Maintain expatriate personnel files and database
- Establish and maintain confidential employee files



### Profil recherché / Requirements

#### Knowledge :

- Labor law and regulations
- Recruitment and appraisal
- Education and Training
- Compensation and benefits
- Computer literacy and familiarity with business modeling
- Proficiency in English and French (written, read, spoken)

#### Skills :

- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do
- Communication - Ability to interact positively with people conveying clearly ideas when talking to internal / external parties
- Instructing - Teaching others how to do something
- Time Management - Managing one's own time and the time of others

## 08. FAWAZ HOLDING

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### Position

☞ SENIOR BRAND MANAGER - RÉF. 13BE-0308

### Mission

The Senior Brand Manager is responsible for the development and execution of strategic and brands' value-centered plans. He/she contributes to the development of his/her portfolio of brands in terms of promotion, event planning, business analysis and new product development

### Profil recherché / Requirements

- Bachelor's degree in Business Administration emphasis in Marketing
- 7 years of experience in the marketing field
- Fluent in English. French is a plus.
- Proficient in MS Office.



## 09. FOR A MAJOR MULTINATIONAL FMCG COMPANY IN LEBANON – c/o NECG

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### Position

☞ FINANCIAL CONTROLLER - RÉF. 13BE-0309

### Mission

- Will manage the accounting department, and lead the accounting agenda for Lebanon
- Will oversee statutory accounts management & reporting and drive data-accuracy, acknowledge all liabilities and ensure local tax regulation compliance
- Will prepare sign-off of monthly statutory and management profit and loss/balance sheet
- Will control and supervise the accounting transactions (invoices, JVs, RVs, and PVs) and make sure they are properly allocated
- Will make sure to have timely and accurate accounting reports and statements
- Will work on enhancing the locally developed back-office application software including Accounting, Payables & Receivables, Inventory & Payroll
- Will update and control all files related to customers, suppliers, prices, stocks... through ongoing reconciliations
- Will coordinate closely with the company's internal auditors and external auditors as well as tax auditors
- Will lead on annual internal controls assessment, review and testing of SOX and non-SOX controls
- Will stay informed about the Lebanese fiscal laws updates
- In addition to other related accounting tasks

### Profil recherché / Requirements

- Age ideally 28-35
- University graduate, holder of a Bachelor degree in Business Administration preferably major in Accounting or Finance.
- Having around 7-10 years of experience in the Accounting field, with around 2 years as Chief Accountant or Senior Accountant within well-established local or regional or multinational commercial/ distribution companies in Lebanon
- Experience in accounting in FMCG companies is a plus
- Good knowledge of general accounting principles, methods and applications
- Good knowledge of Lebanese taxation and NSSF regulations and laws
- Serious and hard worker
- Trustful and loyal; high ethical values
- Team leader and player, accurate, meticulous and organized
- At ease with numbers. Analytical mind
- In-depth knowledge of international and local accounting standards.
- Able to maintain appropriate relationship with third parties: banks, auditors, ministry of finance, NSSF...
- Experienced in the general accounting principles
- Good written and verbal communication and presentation skills
- Bilingual: Arabic and English. French is a plus
- Computer literate



## EMPLOIS PROPOSES A L'ETRANGER

### 10. GOOGLE

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#### Position

- ASSOCIATE ACCOUNT STRATEGIST in Wroclaw, Poland - RÉF. 13BE-0310A  
Global Customer Services Wroclaw - (Multiple Languages Available),  
This position is based in Wroclaw, Poland.

#### Mission

This position is available in a number of different languages. Please visit our site through our link below, to find your next available job opportunity.

The area: SMB Sales and Operations

When our millions of advertisers and publishers are happy, so are we! As small business experts, we help get local entrepreneurs on the map, and deliver a beautifully simple, intuitive experience that enables customers to grow their businesses with us. By spotting and analyzing customer needs and trends, our innovative teams of strategists, account developers and customer support specialists work together on scalable solutions for each business, no matter its age or size.

The role: Associate Account Strategist (Multiple Languages Available), Global Customer Services

As an SMB Services professional at Google, you'll work with a wide variety of SMB advertisers delivering the optimal advertising solution for each customer. Your entrepreneurial drive and expert product knowledge will enable SMB advertisers to expand their businesses with Google's latest advertising products and solutions. Your understanding of online media and your commercial acumen shape how new and existing businesses grow. To our customers, you are the face of Google. You listen to our customers' needs, understand the details of individual campaigns, resolve their questions and explore and uncover business opportunities. You set the vision and the strategy for how our customers' products and services reach thousands or millions of users. You partner with a highly engaged team and bring creativity to grow and transform the business.

Work is done in a structured environment, which emphasizes productivity, quality and CSAT targets.

Supplementing your core role, you'll participate in a two year developmental program which offers Worldclass training, equipping you with the business, analytical and leadership skills needed to be successful at Google. At the end of the program, you'll have a deep understanding of our products and customers the real foundation of Google.

#### Responsibilities:

- Prioritise and deliver outstanding customer service experience to Google's advertisers, publishers, and/or users.
- Manage customer inquiries by phone, email, and/or live chat.
- Collaborate with Specialists, Engineers, and Product team members on new feature development.
- Implement creative ways to improve our customer relationships and increase revenue by upselling and promoting other Google products.
- Provide strategic and consultative advice and help solve technical issues by working with a large number of businesses from your market.



### Profil recherché / Requirements

- BA/BS degree. In lieu of degree, relevant skills or equivalent experience.
- Previous experience or internships in sales, customer service, account management, marketing or consulting.
- Demonstrated experience troubleshooting or resolving customers queries.
- Proven ability to multitask and manage multiple projects at a time while paying strict attention to detail.
- Demonstrated capacity to lead and/or motivate others around you.
- Excellent written and verbal communication skills in English and in the language you would support.

Please apply through the following link:

[http://www.google.com/intl/en/jobs/students/sga/undergrad/fulltime/emea/associate-account-strategist-multiple-languages-available-global-customer-services-wroclaw.html#src=esa&utm\\_source=esa&utm\\_medium=jobposting&utm\\_campaign=trial](http://www.google.com/intl/en/jobs/students/sga/undergrad/fulltime/emea/associate-account-strategist-multiple-languages-available-global-customer-services-wroclaw.html#src=esa&utm_source=esa&utm_medium=jobposting&utm_campaign=trial)

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### Position

- ASSOCIATE ACCOUNT STRATEGIST in Dublin, Ireland - RÉF. 13BE-0310B  
SMB Sales EU Headquarters - (Multiple Languages Available),  
This position is based in our EU Headquarters in Dublin, Ireland.

### Mission

The area: SMB Sales and Operations

When our millions of advertisers and publishers are happy, so are we! As small business experts, we help get local entrepreneurs on the map, and deliver a beautifully simple, intuitive experience that enables customers to grow their businesses with us. By spotting and analyzing customer needs and trends, our innovative teams of strategists, account developers and customer support specialists work together on scalable solutions for each business, no matter its age or size.

The role: Associate Account Strategist (Multiple Languages Available), SMB Sales

As an SMB Sales professional at Google, you are always reaching for ambitious performance goals. You work with a wide variety of SMB advertisers delivering the optimal advertising solution for every client. Your strong interest in sales and the digital economy and your entrepreneurial drive enables SMB advertisers to expand their businesses with Google's latest advertising products and solutions. Your understanding of online media and your commercial acumen shape how new and existing businesses grow. Using your effective communication skills, you are the face of Google to your portfolio of clients. You listen to your customers' needs, understand the details of individual campaigns and persistently explore and uncover business opportunities for your key clients. Working with your clients, you set the vision and the strategy for how their products and services can reach thousands or millions of users. You work as part of a highly engaged team and bring your creativity to grow and transform the business.

Businesses that partner with Google come in all shapes, sizes and market caps, and no one Google advertising solution works for all. Your knowledge of online media combined with your communication skills and analytical abilities shapes how new and existing business grow. You leverage your entrepreneurial drive to target, educate and persuade new customers to embrace Google's latest advertising products and technologies. Using your influencing and relationshipbuilding skills, you provide Google caliber client service, research and market analysis. You anticipate how decisions are made, understand the details of individual campaigns and persistently explore and uncover the business needs of your key clients. Working with them, you set the vision and the strategy for how their advertising can reach thousands of users. The



Google Business Associate Program: Supplementing your core role, you will participate in a two year developmental program which offers worldclass training, equipping you with the business, analytical and leadership skills needed to be successful at Google. You'll work with a wide variety of SMB advertisers, developing a strong network within the Google community and a deep understanding of our products and customers the real foundation of Google.

**Responsibilities:**

- Deliver consistently against assigned quota, while prioritizing and delivering outstanding customer sales experience to Google's advertisers.
- Implement creative ways to improve our customer relationships, tailor and share performanceenhancing suggestions, and upsell or promote other Google products.
- Communicate with customers proactively, via phone and email.
- Provide strategic advice and help our advertisers get the best ROI on their advertising investment by working closely in a consultative role with customers.
- Through your direct exposure to SMB advertisers, share and collaborate with Specialists, Engineers, and Product team members on new feature development.

Profil recherché / Requirements

- BA/BS degree. In lieu of degree, relevant skills or equivalent experience.
- Previous experience or interest in sales, customer support, account management, marketing or consulting.
- Interest in working against an assigned quota.
- Demonstrated experience in managing and customizing experience to a customer base.
- Proven ability to multitask and manage multiple projects at a time while paying strict attention to detail.
- Proactive, independent worker with the demonstrated capacity to lead, motivate and work well with others.
- Excellent written and verbal communication skills in English and in the language you would support.

Please apply through the following link:

[http://www.google.com/intl/en/jobs/students/sga/undergrad/fulltime/emea/associate-account-strategist-multiple-languages-available-smb-sales-eu-headquarters.html#src=esa&utm\\_source=esa&utm\\_medium=jobposting&utm\\_campaign=trial](http://www.google.com/intl/en/jobs/students/sga/undergrad/fulltime/emea/associate-account-strategist-multiple-languages-available-smb-sales-eu-headquarters.html#src=esa&utm_source=esa&utm_medium=jobposting&utm_campaign=trial)

**11. FOR A WELL ESTABLISHED ELECTRICAL PRODUCTS AND SERVICES COMPANY IN RIYADH, SAUDI ARABIA – C/O NECG**

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Position

☞ POWER DIVISION MANAGER - RÉF. 13BE-0311

Mission

- Will lead the team and division towards more business development, performance and profitability.
- Will make sure policies, practices and procedures are well respected
- Will develop and implement the Division's business plan, with short, medium and long term objectives



- Will effectively manage and monitor overall execution of division's projects; for both generators' sale or rental
- Will provide the division with appropriate resources and strategic direction required to fulfill business development, financial and operational goals
- Will oversee proper elaboration and timely execution of contracts to ensure profitability, clients' satisfaction and repetitive business.
- Will manage the relations with key clients at private and public levels
- Will review, recommend and monitor annual budget and expenses to achieve revenues projection and projected profitability.
- In addition to other related tasks

#### Profil recherché / Requirements

- Nationality is not an issue
- Age ideally between 30 -35 years
- University graduate; preferably holder of a Bachelor Degree in Engineering (Electrical or Mechanical) from good universities.
- Around 10 years of total experience with a min. of 3 years in a senior managerial role such as Division Manager or Operations Manager or Executive Manager or General Manager or related within engineering and project oriented companies (ideally electrical or mechanical contracting) or related.
- Previous experience in the Gulf in general or in Saudi Arabia in particular is a definite plus.
- Enjoying a strong yet pleasant personality
- Able to independently manage and expand an operation
- Able to deliver effective results and meet deadlines, sales and profitability targets
- Decision-maker with business acumen
- Team leader and player
- Able to motivate and empower others to reach organizational goals
- Having excellent leadership qualities
- Business development and sales management skills
- Professional and quality oriented, with an understanding of the power and operation and maintenance business.
- Strong interpersonal, management and leadership skills
- Good communication and negotiation skills
- Based in Riyadh – Saudi Arabia
- English speaker. Arabic is a plus.
- Computer literate



## 12. AZADEA (DUBAI – UAE)

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### Position

☞ F&B SENIOR MARKETING SPECIALIST - RÉF. 13BE-0312A  
based in Dubai – UAE

### Mission

The F&B Senior Marketing Specialist is responsible for leading marketing activities and campaigns to ensure that the F&B brands have good exposure and are in line with given brand guidelines.

- Develop creative Marketing activities and manage the implementation of events and promotions to support brand plan and campaign and maximize consumer brand awareness, traffic to stores and brand presence
- Evaluate the commercial success of marketing plans/campaigns by reviewing sales reports and take corrective measures accordingly
- Work closely with Brand and Operation Manager and local Marketing teams to develop required artworks in line with brand and marketing specifications
- Ensure proper planning, implementation and monitoring of Marketing activities and campaign plans in coordination with the Marketing Manager, Brand Managers, Country Managers, Franchisors and Media Suppliers
- Develop and maintain strong relationships with external suppliers, marketing agencies and graphic designers to ensure that the required level of service and quality is reached
- Stay up-to-date with national/regional commercial market sectors to ensure development of plans/campaigns with optimal commercial return
- Stay up-to-date with Marketing best practices to achieve successful campaigns and promotions, generate brand revenue and increase profitability and market share
- Monitor and analyze competitors' marketing activities in a variety of channels and recommend action accordingly
- Ensure all marketing activities are run within the set budget and according to the set business plan

### Profil recherché / Requirements

- Proficiency in MS Office
- Fluency in English, Arabic is a Plus
- Bachelor's Degree in Marketing; Master's Degree is a plus
- 4-5 years experience in Marketing; artwork development, project management is a plus
- Strong knowledge in relevant local markets and local media sources is a must

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### Position

☞ SENIOR BRAND MANAGER - RÉF. 13BE-0312B  
based in Dubai – UAE  
Divison : Fashion Direction  
Reporting lines : President of fashion



### Mission

The Senior Brand Manager is responsible for leading his / her retail brand management team in the development and execution of strategic and brands' value - centered plans. He / she contributes to the development of his / her portfolio of brands in terms of promotion, event planning, business analysis and new product development for all related stores.

- Direct brands' growth, develop new brands geographically and expand existing brands in new markets based on a market commercial analysis
- Oversee the planning and events organization aiming at improving brand awareness and sales
- Set the season budget in coordination with Country Manager, and monitor compliance with sales, rotation and loss standards, ensuring financial awareness and cost control
- Analyze market segments and prices, benchmark with the competition and develop brand related reports and data to allow informed decision making
- Analyze P&L and other financial KPI's and suggest corrective action to ensure profitability
- Manage travel and stores visit scheduling of Brand Managers in order to ensure efficiency, and inspect stores operations, pricing and display for compliance with set standards
- Proactively put in place action plans when targets are not reached, and take full ownership and accountability over the shops P&L account
- Analyze stock rotation to reach an acceptable stock level, maximize sell out at full price, and plan efficiently for the sale period in coordination with Country Manager
- Ensure proper knowledge transfer by providing training to Shop Managers and their assistants to comply with company policies and to implement brand's image in their shops
- Participate in recruiting, training, motivating and developing reporting staff 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 Business Administration or equivalent
- 7 years of experience in similar environment
- Fluency in English; Spanish, Italian or French is a plus
- Proficiency in MS Office

#### Competency :

Planning and Organizing	level 3
Commercial Understanding	level 4
Communication Skills	level 4
Developing and Motivating Others	level 4
Driving and Achieving results	level 4
Entrepreneurial Thinking	level 2
Strategic Thinking	level 3



## STAGES

### 13. GOOGLE INTERNSHIP

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#### Stage

- ☞ STAGE GOOGLE - RÉF. 13BE-0313A  
(Various locations available throughout Europe, Middle East and Africa)  
[Application directe sur leur site](#)

#### Mission

##### **Job Description**

Being an intern at Google means you will be a fully integrated member of our business team. You will receive ongoing mentorship and training, and will have a manager assigned to you with whom you'll work closely to identify project goals and professional development opportunities. In addition, you will participate in a structured program of educational and social activities to ensure you have a productive experience at Google that helps you grow both your personal and professional skills. Internships are available in a wide array of business fields such as Marketing, Business Development, Finance, Sales, HR, Legal, Engineering, Technical Solutions, Analytics, and a few more.

##### **Duration of internship**

Duration, responsibilities and requirements vary depending on the internship. Full details about the various available roles are listed on our dedicated internship homepage.

##### **Start Dates**

Start dates vary depending on the position and location.

How to apply :

1. Please review all of our current open internships via the following link:  
[http://www.google.com/intl/en/jobs/students/sga/undergrad/internships/emea/#src=esa&utm\\_source=esa&utm\\_medium=jobposting&utm\\_campaign=trial](http://www.google.com/intl/en/jobs/students/sga/undergrad/internships/emea/#src=esa&utm_source=esa&utm_medium=jobposting&utm_campaign=trial)
2. Apply online to the position that best suits your skills and experience to date
3. Please ensure you upload your CV and grade transcripts to date

### 14. BSEC S.A STRUCTURED FINANCE

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#### Stage

- ☞ THE INVESTMENT BANKING GROUP : TRAINING PROGRAM - 13BE-0314  
3-6 MONTHS

#### Profil recherché / Requirements

- Graduate degree from a reputable university, or MBA student
- CFA Holder or student
- Good Communication, analytical and presentation skills
- High organizational capability
- Excellent in Microsoft office, mainly "Excel"