

# BULLETIN EMPLOI

Octobre 2012

## PROCEDURE DE DEPOT DE CANDIDATURE

- Envoyer votre CV par mail à [emploi@esa.edu.lb](mailto:emploi@esa.edu.lb) en précisant dans le sujet de votre message votre nom et la référence du poste souhaité.  
*Exemple : Candidature Christiane BAHOUT - réf 12BE-1018*
- Une lettre de motivation est vivement recommandée.

**Dépôt des candidatures avant le 26 octobre dernier délai**

18 octobre 2012



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## EMPLOIS PROPOSES AU LIBAN

### 01. DEBBAS

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#### Position

☞ SALES PROJECT CONSULTANT - RÉF. 12BE-1001  
Location: Beirut, corniche el nahr HQ

#### Mission

Build an excellent relationship between the company and potential client such as contractors, consultant and architect by providing support, information and guidance, recommending new products and innovating ideas to their projects. Initiate leads in the Projects Market with specifiers, contractors and property owners. Present technical solutions to prospect customers. Prepare, negotiate offers and close deals.

#### Profil recherché / Requirements

- BA in Business Administration or equivalent, MBA is a plus
- BS degree in Interior architecture, architecture or engineering
- 2-5 years of experience in sales or marketing.
- Ability to build trust and gain confidence of clients
- Ability to determine solutions for customers (consultative sales approach).
- Ability to handle different projects at the same time
- Ability to prioritize tasks and meet deadlines
- Must be results-orientated and able to work both independently and within a team environment.
- Excellent verbal and written communication skills.
- Strong organizational skills
- Strong Negotiation Skills
- Decent and professional presentation
- High level of flexibility and adaptability
- Sound judgment, discretion, and confidentiality
- Demonstrated aptitude for problem-solving
- Proficiency in using Microsoft Office
- Basic skills in using AutoCAD
- Fluent in English and French



## 02. THOMSON REUTERS - INTELLECTUAL PROPERTY & SCIENCE BUSINESS IN THE MIDDLE EAST, AFRICA & RUSSIA/CIS

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### Position

☞ PROSPECTOR – IP & SCIENCE, MIDDLE EAST, AFRICA, & RUSSIA/CIS - RÉF. 12BE-1002

### Mission

The Prospector role is vital in the sales process, and its main objective is to generate and qualify sales leads.

These sales leads will be identified by customer analytics, predictive marketing processes and through their own client engagement activities, across specified types of institutions and corporates within a geographic region or product segment.

A prospector will be skilled in explaining the benefits of Thomson Reuters products and services to potential clients, in a concise and remote manner that creates further product curiosity.

The IP & Science business (<http://ip-science.thomsonreuters.com/>) is a global provider of information solutions to assist professionals at every stage of research and development and ensure they maintain and extract maximum value from their intellectual assets.

IP & Science is part of Thomson Reuters the world's leading source of intelligent information for businesses and professionals. Scientific information solutions can be found at [thomsonreuters.com](http://thomsonreuters.com).

### Profil recherché / Requirements

For more job details, visit the career site on <http://careers.thomsonreuters.com/> and search Job Number: SAL00008313.

## 03. SODAMCO – WEBER SAINT GOBAIN

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### Position

☞ TECHNICAL PRODUCTS MANAGER - RÉF. 12BE-1003A

### Mission

- Develops marketing strategies for specific product line in line with the General Marketing plan of the company.
- Builds marketing plans to achieve the company's objectives and maximize sales, gross margin and increase market share of specific product line.
- Conducts studies on competition product quality and prices present in the market.
- Assists in developing and launching strategies within the assigned product line for various SODAMCO markets.
- Monitors competition activities and promotions in various markets where SODAMCO operates.
- Discovers new opportunities in the market and proposes methods to expand company's market share.
- Identifies opportunities and cost improvement areas for new/ old products in current and future markets.
- Follows-up on product performance and recommends corrective measures if needed.
- Coordinates start up and development of products with production and sales teams if needed.
- Assists in the training and development of sales representatives in regards to product line.
- Provides technical support to SODAMCO sales teams, in all branches, working in related product line.



### Profil recherché / Requirements

- B.A. degree in Marketing or Business Administration or Civil Engineering or equivalence.
  - Minimum 5 years of experience in the same field.
  - Good command of the Arabic, English and French languages.
  - Strong command of computer skills.
  - Good communication and interpersonal skills.
  - Able to work in a team environment.
  - Ability to work with flexibility and accuracy.
  - Good analytical and organizational skills
  - Resourcefulness in solving problems
- 

### Position

☞ EXECUTIVE ASSISTANT - RÉF. 12BE-1003B

### Mission

- Perform a wide variety of executive, secretarial and administrative duties as required by Executive Director.
- Act as first point of contact for those approaching the Executive Director, responding to and re-directing incoming inquiries as appropriate
- Responsible for document preparation and management, including formatting and editing letters, reports, PowerPoint presentations, complex business documents and all other correspondence.
- Provide follow up to assignments given to management staff by the Executive Director and provide status reports to him.
- Liaison with colleagues to ensure that they are aware of the Executive Director's schedule and requirements.
- Receive and screen communications to the Executive Director including telephone calls and e-mail messages. Take accurate messages, greet visitors and provide assistance using independent judgment to determine those requiring priority attentions.
- Prioritize, channel, and facilitate communication from central Team members and branches.
- Make travel arrangements for the Executive Director to include: meetings, conferences, appointment schedules and calendars, travel, itinerary, trip file, supplies, expense report.
- Advise the Executive Director to upcoming deadlines and ongoing commitment
- Attend central Team and other meetings when necessary and take minutes as directed by the Executive Director.

### Profil recherché / Requirements

- Bachelor degree in Business Administration / Law
- 2 years of professional experience in an executive position
- Previous experience in Legal environment is a plus
- Proficiency in MS Word, Excel, Outlook, PowerPoint, Internet.
- Excellent command of English, French and Arabic
- Active learner, and ability to keep confidentiality
- Excellent management skills and ability to prioritize tasks.



- Good judgment and high sense of urgency
- Ability to work in a team
- Exceptionally organized
- Very good communication skills written and oral
- Willing to take assignments at company branches
- Ability to drive with a valid driving license

## 04. M&C SAATCHI MENA

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### Position

- SENIOR STRATEGIC PLANNER - RÉF. 12BE-1004  
Reporting to: Managing Director

### Mission

Responsible for communications strategies, based on a clear understanding of the client's business issues and for articulating this into a sound and inspiring brief to enable the creative team to produce advertising ideas that resolve defined business problems.

- Formulate business strategy for the assigned clients
- Formulate integrated channel strategy for campaigns
- Lead strategic development for new business pitches
- Apply breakthrough consumer insights to a holistic approach, integrating diverse channels (including Broadcast, radio, print, emerging and future technologies)
- Ingeniously integrate customer insight data (obtained by primary and secondary research) and client objectives into ground-breaking brand strategy and creative execution
- Collaborate with clients + internal partners to generate ideas and strategies that utilize innovative, emerging media/technologies
- Monitor the effectiveness of communication activity and apply lessons learned through appropriate use/interpretation of market research
- Keep abreast of consumer, society and cultural trends
- Supervise and nurture team members

### Profil recherché / Requirements

- Strong business acumen
- Strategic thinking
- Leadership and coaching skills
- Numeracy and communication skills
- Full working knowledge of different communications evaluation methodologies
- Ability to think analytically and laterally in interpretation of findings
- Knowledge of the dynamics of the market including trade channels
- Awareness of the Client's performance in the marketplace and appreciation of current issues
- Ability to provide broader marketing consultancy and assist the Client in developing marketing plans
- Ability to initiate qualitative and quantitative research to find insights into consumer behavior Passionate about insights, ideas and innovation
- University degree in Business, Marketing, Advertising or any related field.
- 10 years of experience in market research/marketing/advertising.



## 05. VERTICAL MEDIA SERVICES

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### Position

☞ STRATEGIC DIGITAL PLANNER - RÉF. 12BE-1005  
Reporting to: Chief Operating Officer

### Mission

The primary role of the Strategic Digital Planner at Vertical will be to participate in the planning and development of data analysis strategies in the pursuit of valuable customer & marketing insights for our clients.

- Participates in the planning and design of client digital Communication strategies
- Participates in implementing processes, data strategy, and measurement plans across client digital tactics and marketing programs
- Develops overall communications measurement frameworks that encompass online and offline marketing initiatives
- Uses large and sometimes ambiguous data sets, provide clients with meaningful insights to drive positive business results, measured against the key metrics created and sustained
- Distills complex analytics into clear actionable recommendations that align with client marketing objectives, and issues clear implementation guidelines and metrics to internal and external stakeholders
- Is an active participant in strategic brand planning.
- Acquires deep knowledge of the client's business, competitive landscape, products, and key business issues to tailor recommendations accordingly
- Serve as a resource for competitive and other critical decision support information and data

### Profil recherché / Requirements

- Understanding of marketing, digital advertising principles
- Heavy user of social media Channels (Facebook, Twitter, LinkedIn...etc)
- Sound analytical, conceptual, organizational and problem solving skills
- Proven knowledge in Branding.
- Proven ability to multi-task, meet tight timelines, and be flexible in adapting processes to meet project needs
- A motivated self-starter with strong sense of personal accountability; high attention to detail
- Must have a keen interest in digital data analysis, including a thorough understanding of online metrics, web terminology and measurement principles with the ability to relate digital back to strategic business objectives
- Must demonstrate the attention to detail required to work hands-on with large data sets while also having the business acumen to extrapolate meaningful business implications for our clients.
- Relevant university degree, MBA is a plus.
- At least 4 years hands-on experience in digital media.
- Well spoken and written English, Arabic & French would be a major plus.
- Proficiency with Microsoft Access, Excel, Word, PowerPoint



## 06. TEXMA-GROUP

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### Position

☞ RESPONSABLE WEBSHOPS (H/F) - RÉF. 12BE-1006

### Mission

La compagnie poursuit son développement dans le domaine Business to Customers (BtoC) ainsi que dans le domaine Business to Business (BtoB), au travers de ses marques : Dodyshop et Rosabydody. Présent dans l'univers de la mode Antillaise, le domaine BtoC et BtoB propose une offre renouvelée et adaptée aux exigences des marchés, des canaux et des clientes, dans une démarche commerciale multicanal.

- Vous contribuez au développement du chiffre d'affaires et à l'optimisation de la marge en animant la politique produits du site web pour les marchés Femme Antillaise et Enfant, en mettant en place et en coordonnant les actions commerciales du site.
- Vous participez à l'élaboration du plan d'animation commercial sectoriel de vos marchés femmes-antillaise et enfant antillais, vous coordonnez l'ensemble des actions commerciales d'emailing et emarketing réalisées sur vos marchés et participez à la sélection des produits présents dans les opérations commerciales.
- Vous en analysez les résultats commerciaux et les comportements des internautes sur vos marchés.
- Vous définissez les stratégies Web Marketing, crée des plans commerciaux et vous mettez en place des opérations commerciales, effectuer des analyses de vente, de suivre le développement et la création d'un site ecommerce avec un chargé d'affaire.
- Vous gérez aussi les campagnes d'emailing, le référencement naturel, gérer la campagne de liens sponsorisés, de partenariats, optimise le site pour être facile d'utilisation par la clientèle, d'effectuer des annonces sur Google AdWords, Facebook, d'organiser une base d'images produits, de superviser les sessions de shooting photo en collaboration avec photographes et des mannequins.
- Vous garantissez un webmerchandising adapté : ambiances, scénarios, rapidité d'accès produit afin de mettre en situation et valoriser l'offre produits pour déclencher spontanément l'achat et/ou faciliter le déstockage des produits identifiés
- Vous paramétrez les rayons et les boutiques de votre secteur et suivez les mises en ligne, les réalisations graphiques ainsi que l'intégration de l'offre produits
- Vous managez une équipe de 3 personnes (rédactrice, relation clientèle, graphic designer)
- Vous effectuez une veille concurrentielle permanente (prix, offre produit, opérations commerciales, fonctionnalités du site)
- Mise à jour de rapports statistiques et SEO.
- Veille sur les nouveaux outils marketing.

### Profil recherché / Requirements

- Vous bénéficiez d'une expérience réussie dans le marketing ou les nouvelles technologies. Technophile, blogger... vous êtes immergé(e)s dans la culture web.
- Dynamique, vous souhaitez vous impliquer dans la croissance d'Internet.
- Vous êtes volontaire, sérieux et avez un excellent sens de l'analyse.
- Vous aimez les challenges.



- Etre capable de définir une stratégie marketing pour le site, de réaliser cette stratégie, savoir rédiger des rapports pour améliorer le référencement, proposer des idées nouvelles et originales pour augmenter les visites et transactions sur le site.
- Connaissances e-marketing : SEO, SEM appréciées
- Maîtrise des outils bureautiques (Excel, etc)

Qualités personnelles :

- Structuré, organisé et autonome, vous faites preuve à la fois de rigueur dans vos analyses et de créativité
- Doté d'une grande aisance relationnelle, vous avez de réelles capacités d'écoute, tout en conciliant souplesse d'action et fermeté dans vos décisions et dans vos actions.
- Capacité à communiquer, à travailler en équipe
- Méthode, organisation, réactivité, bonne gestion des priorités
- Esprit de synthèse
- De formation supérieure Bac +4/5, à dominante Marketing et E-Commerce (école de commerce), vous justifiez d'une expérience d'au moins 2 ans au sein d'une entreprise de V.A.D. ou de grande distribution.
- Justifiant d'une bonne culture web, vos capacités à déclencher de nouveaux projets et des évolutions de la plate-forme vous permettent de développer l'activité de votre secteur
- Salaire : Le salaire peut aller de 12000 à 23000 dollars annuels.
- Environnement : Au sein de l'entreprise pour laquelle vous travaillez en collaboration avec votre DG.

## 07. LEADING MULTINATIONAL COMMUNICATION AGENCY

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### Position

☞ COMMUNICATION EXECUTIVE (CLIENT SERVICING DEPARTMENT) - RÉF. 12BE-1007

### Mission

Main role of the Account executives is to handle clients Portfolio of various brands.

Liaise closely with his clients, often on a daily basis. Handling all details of client's portfolio, and achieving main objective, through strategies, marketing plans & creative execution .

### Profil recherché / Requirements

Candidate should be passionate about advertising, bringing added value to the brand & can manage his time efficiently in order to respect campaign deadlines & budgets.

Candidate should be able to give appropriate briefs, with insights on the brand & market to Creatives & media departments.

Profile of the candidate: Young, patient, meticulous, eager to learn, passionate about his job, works properly under stress & most importantly fluent in English & French.

Experience: one to 2 years maximum in the field of advertising

All CVs will be treated confidentially.



## 08. LES AFFICHAGES PIKASSO S.A.L

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### Position

☞ SENIOR FINANCIAL ANALYST - RÉF. 12BE-1008A  
Department : Finance  
Report to CFO

### Mission

- Handle the Internal Audit and database management of the Group.
- Prepare financial reports and analyze financial data.
- Prepare and evaluate the profitability and cost efficiency related to the various areas of the organization.
- Assist in the development of long term plans (strategy), middle term (actions plans) and short term (budget).
- Monitor internal controls and database management and perform periodic review of financial reports and verify accuracy.
- Retrieve, organize and analyze data to prepare reports and financial documentation.
- Identify financial discrepancies and ensure that corrections or changes are implemented properly.
- Control the accuracy of the data provided by each department and the good implementation of the procedures set.
- Prepare the feasibility study and financial analysis of specific projects.
- Provide timely analytical support for company-wide projects, business development proposals and other investments.
- Prepare and analyze the profitability per product line.
- Coordinate the development of budgets and assist in budgets preparation, implementation, and control.
- Analyze the sales turnover of the Group.
- Complete regular audit on department expenditures and analyze performance identify spending trends and help identify areas for further cost reductions and focus.

### Profil recherché / Requirements

- University graduate in Business, Accounting, Finance or related fields and holder of an MBA. CFA or CPA is a plus.
  - At least 3 years experience in the field of finance and analysis.
  - Fluent in English, Arabic and French.
  - Computer literate with good knowledge in Excel, Word, Outlook and accounting programs.
  - Good Financial planning management.
  - Strong organizational and analytical skills.
  - Good knowledge of financial modules and systems
  - Strong report writing skills.
  - Detail Oriented.
  - Strong interpersonal and communication skills.
-



### Position

- ☞ COST CONTROLLER - RÉF. 12BE-1008B  
Department : Finance  
Report to CFO

### Mission

- Coordinate and assist in the Budget preparation for each department of the Group.
- Monitor and compare budget amounts to actual expenses.
- Ensure that accounting procedures and systems are adequate and functional.

### Main Tasks :

- Ensure cost templates are filled in preparation of the budgets.
- Prepare department and company budgets for each country.
- Control the accuracy of the data provided by each department and the good implementation of the procedures set.
- Provide technical assistance to head of departments in the preparation of budgets.
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Control the rightness of cost center allocation.
- Prepare and issue sales turnover of the Group.
- Ensure discounts and rebates are in line with the company policies.

### Profil recherché / Requirements

- University graduate in Business, accounting, finance or related fields. CPA or CMA is a plus.
  - 2-3 years experience in the financial field.
  - Fluent in English, Arabic and French.
  - Computer literate with good knowledge in Excel, Word, Outlook and accounting programs.
  - Analytical, communication and report writing skills.
  - Good knowledge of financial modules and systems.
  - Planning and organizing with high attention to details.
  - Strong organizational and analytical skills.
- 

### Position

- ☞ ACCOUNT MANAGER - RÉF. 12BE-1008C  
Department: Commercial  
Report to Regional Commercial Director

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

#### Profil recherché / Requirements

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

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#### Position

☞ IT SYSTEMS ADMINISTRATOR - RÉF. 12BE-1008D  
Department : IT  
Report to IT Manager

#### Mission

- Monitor and maintain the computer systems and network infrastructure.
- Provide technical assistance to end users, on hardware and software issues.
- Solve Technical and applications problems.
- Install, Support and Maintain servers, PCs and applications in coordination with the selected suppliers and the IT Manager.

#### Main Tasks :

- Install, configure and maintain computer hardware, operating systems and applications
- Monitor, maintain and administer computer networks including software, applications and operating systems.



- Maintain logs related to network functions as well as maintenance and repair records.
- Monitor and maintain network and server performance.
- Perform data backups and disaster recovery operations
- Implement network security measures in order to protect data, software and hardware.
- Perform Routine network startup and shutdown procedures, and maintain control records.
- Install, maintain and upgrade servers and PCs.
- Ensure server backup and security from unauthorized access.
- Troubleshoot system and network problems; diagnose and solve hardware, operating systems and software faults.
- Administer, maintain and troubleshoot LEDs and LCDs.
- Setting up new users' accounts and profiles.
- Contact and establish a good working relationship with users, providers and other professionals.
- Ensure all systems are working properly in our different branches (Jordan, Algeria and any other branch), remotely or by performing on site visits.

#### Profil recherché / Requirements

- BS in Computer Science, MIS or Computer Engineering.
- 2-3 years experience in systems administration and IT Support and networking infrastructures
- Fluent in English, French and Arabic.
- Knowledge in Computer hardware and operating systems (Windows, Unix, Linux, ...)
- Knowledge in networking protocols, infrastructures and equipment
- Knowledge in security principles, software, devices and best practices (Antivirus, Antispam, Firewalls, VPN, ...)
- Knowledge in software development
- Knowledge of SQL and any programming language included but not limited to C, C++,C# or Java
- MCSA/MCSE is a plus
- CCNA is a plus
- Ability to work well in a team
- Problem-solving skills
- Strong user focus
- Ability to prioritize workload
- Attention to details
- Good follow up and reporting skills
- Good communication skills
- Ability to set up temporary solutions to ensure business continuity
- Ability to translate the management requests into technical implementations



## 09. MAJID AL FUTTAIM PROPERTIES

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### Position

☞ PARA LEGAL - RÉF. 12BE-1009

### Mission

Performance of a diverse range of legal tasks for mafp's legal department :

- Assisting the Department's Legal Counsel in the preparation of simple legal documents such as briefing letters for filing of legal actions addressed to external lawyers, legal notices, arranging for the service of such notices, obtaining proofs of delivery and maintaining legal records of the same.
- Reviewing and arranging for substantiating legal documents to be forwarded to external counsel upon arranging the same from the internal client.
- Independently liaising with external lawyers with respect to basic follow-up of legal correspondence and monitoring of relevant litigation/court deadlines and keeping the Legal Counsel informed of the same.
- Preparing reports addressed to the management regarding the outcome of each case hearing/session.
- Assisting in the finalization of agreements by performing miscellaneous tasks such as, highlighting textual changes in draft agreements, collating enclosures to be attached to agreements etc.
- Reviewing low risk contracts prior to final review by Legal Counsel.
- Reviewing incoming faxes and advising lawyers of relevant deadlines and notices as well as diarizing the same, and providing reminders periodically to the lawyers where necessary.
- Liaison and follow up with internal departments/ divisions.
- Preparation of work status reports for lawyers in the Department.
- Assisting the Department's Supervisor in arranging for the signing of contracts, document management/ tracking and safe keeping of original agreements.
- Preparation of any other type of legal/corporate documents, as required.
- Checking of invoices received from external law firm for final review of Supervisor/Senior Supervisor.
- Assisting the Department's Supervisor and Senior Supervisor in performing tasks as assigned by them.
- Miscellaneous administrative support to the Legal Department such as organizing internal/external meetings, business travel arrangements and assistance with IT matters.

### Profil recherché / Requirements

What are the requirements of the job in terms of academic achievements, professional experience, and special qualifications :

- University degree
- For someone joining directly as a Para Legal (ie with legal training or a legal degree, but no work experience, at least one year (depending on aptitude).
- For someone joining as a secretary who converts to the role of Para Legal, approximately 2-3 years (depending on aptitude).
- Accuracy and attention to detail.
- Good organizational skills and ability to anticipate and plan ahead.
- Knowledge and familiarity with leasing, asset management, development and project management documentation.
- Ability to work under pressure.
- Proficiency in the use of computers.



## EMPLOIS PROPOSES A L'ETRANGER

### 10. MULTINATIONAL - WORLDWIDE FOOD AND BEVERAGE PRODUCER AND DISTRIBUTOR (DUBAI)

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#### Position

- ✎ ELECTRICAL & AUTOMATION ENGINEER - RÉF. 12BE-1010A  
Reporting to Electrical & Automation Project Engineer  
Job Location: Dubai

#### Mission

Responsible for optimizing the electrical and automation activities throughout the project life cycle within the applicable health, safety, and environment standards :

- Support the development of the project charter and the detailed project concept.
- Ensure that the project charter and concept are maintained and followed throughout the project.
- Execute the basic and then the detailed design while ensuring workers safety during both the construction and the operation phase.
- Ensure engineering implementation in accordance with the defined time, the budget and the safety measurements.
- Select and coordinate contractors' activities.
- Assure smooth transition to operation by providing needed support to the start-up manager and his/her team.
- Provide needed support in the preparation and distribution of project engineering documents including the engineering part in final report.
- Provide feedback on the maintenance prevention system.

#### Profil recherché / Requirements

- Engineering degree (Mechanical, E&A, Industrial, Process...).
  - 3 years of automation experience or MES engineer with electrical experience.
  - Experience in the start-up of technical equipment or product lines.
  - Participation in the development of engineering projects as part of a multidisciplinary team (preferably including different products and technologies in Electrical and Automation areas).
  - Previous experience in food industries is a must.
  - Previous experience in operations is a plus.
  - Arabic speaking is a must.
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### Position

- ☞ FILLING & PACKING ENGINEER - RÉF. 12BE-1010B  
Reporting to: Filling & Packing Project Engineer  
Job Location: Dubai

### Mission

Ensure the filling and packing activities throughout the project life cycle as per the applicable health, safety and environment standards :

- Support the development of the project charter & detailed project concept.
- Ensure that the project charter and concept are maintained and followed throughout the project.
- Execute the basic and then the detailed design while ensuring workers safety during both the construction and the operation phase.
- Ensure engineering implementation in accordance with the defined time, the agreed budget and the safety measurements.
- Select and coordinate contractors' activities.
- Assure smooth transition to operation by providing needed support to the start-up manager and his/her team.
- Provide needed support in the preparation and distribution of project engineering documents including the engineering part in the final report.
- Provide feedback on the maintenance prevention system.

### Profil recherché / Requirements

- Engineering degree (Mechanical, E&A, Industrial, Process...).
  - 3 years of packing equipment engineering or equipment development experience in food industries.
  - Experience in the start-up of technical equipment or product lines.
  - Previous experience in food industries is a must.
  - Previous experience in operations is a plus.
  - Arabic speaking is a must.
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### Position

- ☞ PROCESS ENGINEER - RÉF. 12BE-1010C  
Reporting to: Project Engineer, Job Location: Dubai

### Mission

Throughout the project life cycle, provide process engineering expertise aiming at optimizing project performance and achieving business objectives while ensuring health and safety, product safety and environment are never compromised.

- Supports the innovation & renovation process and ensure maintaining links of new products and technologies with businesses and corporate units, as well as protecting/deploying technical knowhow.
- Ensure that the process and the equipment fulfill the people, product and environment safety



- Provide engineering expertise for the development and implementation of capital investment projects, while fostering high performance operations.
- Assure smooth transition to operation by providing needed support to the start-up manager and his/her team
- Provide needed support in the preparation and distribution of project engineering documents including the engineering part in final report.
- Provide feedback on the maintenance prevention system.
- Provide needed assistance in trainings and skills assessments.

#### Profil recherché / Requirements

- Engineering degree (Mechanical, E&A, Industrial, Process...).
- Minimum five years of experience in the food manufacturing or consumer goods industry.
- Proven ability to transcribe project requirements into effective technical solutions through sound application of engineering principles, and successful deployment of known technologies or solutions.
- Previous involvement in the commissioning and start-up of technical equipment or
- Experience in general supervision of technical teams.
- Knowledge of general SH&E and QM policies.
- Arabic speaking is a must.

## 11. THOMSON REUTERS - INTELLECTUAL PROPERTY & SCIENCE BUSINESS IN THE MIDDLE EAST, AFRICA & RUSSIA/CIS (RIYADH OR BEIRUT)

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#### Position

☞ CUSTOMER EDUCATION SPECIALIST - RÉF. 12BE-1011  
IP & SCIENCE, SCIENTIFIC & SCHOLARLY RESEARCH MENA & AFRICA based in Riyadh or Beirut

#### Mission

This position mainly aims to retain market share by enabling end users to maximize the value of our services, identify and focus on the “at risk” customers and generate leads.

Use their specialist knowledge to demonstrate, and train on, relevant functionality and content to specific end user workflows, increasing usage and product stickiness.

The successful candidate will report to the Head of Account Management, IP & Science, Middle East, Africa, & Russia/CIS.

The IP & Science business (<http://ip-science.thomsonreuters.com/>) is a global provider of information solutions to assist professionals at every stage of research and development and ensure they maintain and extract maximum value from their intellectual assets.

IP & Science is part of Thomson Reuters the world's leading source of intelligent information for businesses and professionals. Scientific information solutions can be found at [thomsonreuters.com](http://thomsonreuters.com).

#### Profil recherché / Requirements

For more job details, visit the career site on <http://careers.thomsonreuters.com/> and search for Job Number: SAL00008311.



## 12. FOR A FOOD MANUFACTURING PLANT IN ERBIL (IRAK)

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### Position

☞ OPERATIONS MANAGER FOR A FOOD (SNACKS) MANUFACTURING (ERBIL) - RÉF. 12BE-1012

### Mission

To direct and control all production, purchasing and distribution operations of the company to ensure that business objectives are met efficiently and effectively :

- Direct and control all production, purchasing and distribution employees to ensure that they are appropriately motivated and trained and carry their responsibilities to the required standards.
- Contribute to the development of the company's corporate strategy and lead strategy development in the areas of production, purchasing and distribution to ensure that company achieves its short and long-term objectives.
- Develop and implement all necessary policies and procedures to ensure that the production, purchasing and distribution functions achieve their business objectives.
- Develop and control the budget for the Operations Department to ensure that the department has all the resources required to meet its objectives within agreed financial parameters.
- Direct and control the production function to ensure that finished goods of the required standard are available to customers within agreed costs and at the right times.
- Direct and control the purchasing function to ensure that the company has all the resources required for production purposes within agreed costs and quality standards and at the right times.
- Direct and control the warehousing and distribution functions to ensure that customers are supplied with the right quantities of goods at the right times.
- Develop all necessary policies and procedures to ensure that a safe and healthy working environment is maintained at all company sites.

### Profil recherché / Requirements

- a degree in food processing, or equivalent and relevant professional qualifications;
- at least 8 years' experience in operations management;
- significant experience of the industry;
- significant managerial experience;
- excellent interpersonal and negotiating skills;
- thorough knowledge of the company and its products and processes;
- excellent organizational skills;
- excellent time management skills;
- excellent decision making skills.