

BULLETIN EMPLOI

Octobre 2013

PROCEDURE DE DEPOT DE CANDIDATURE

✉ Envoyer votre CV par mail à emploi@esa.edu.lb en précisant dans le sujet de votre message votre nom et la référence du poste souhaité.

Exemple : Candidature Christiane Keyrouz - réf 13BE-1014

✉ Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 17 octobre dernier délai

10 octobre 2013



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EMPLOIS PROPOSES AU LIBAN

01. FOR A LEADING MULTINATIONAL INDUSTRIAL GROUP – C/O NECC

Position

☞ MIDDLE EAST OPERATIONS MANAGER - RÉF. 13BE-1001

Mission

- Will be responsible for product and processes quality; claims handling; processes corrective actions; health and safety measures; implementation of accidents preventive measures, Waste control, CAPEX expenditures and budgets, investment projects, projects management, targets definition for all direct reports and personal development reviews, follow up on plants performance setting relevant KPIs.
- Will be in charge of the technological development of the plants
- Will work on improving productivity, equipment utilization and production planning,
- Will maintain good relations with relevant suppliers
- Will be responsible for submitting periodical reporting for all plant related issues to the top management.

Profil recherché / Requirements

- Arab speaker.
- Age ideally ranging between 29 and 39 years old.
- University graduate; holder of a degree in Engineering; ideally Industrial or Mechanical from good universities. MBA is a plus.
- Having around 7-10 years of experience within an industrial/manufacturing environment involving Packaging or Plastics or FMCG products.
- Previous experience in countries in the Levant or GCC is a must.
- Mobile; willing to travel extensively.
- Strong yet flexible personality.
- Self motivated, autonomous and reliable.
- Good communicator and negotiator.
- Good understanding and knowhow of all technological processes relevant to manufacturing.
- Strong technical background with good project management skills.
- Structural thinking.
- Patient; problem solver; customer service oriented.
- Good reporting and presentation skills.
- Bilingual: Arabic and English.
- Job base flexible within the Levant or some of the GCC countries.



02. LES AFFICHAGES PIKASSO S.A.L.

Position

☞ HUMAN RESOURCES COORDINATOR - RÉF. 13BE-1002
Reports to Human Resources Manager

Mission

- Support in the HR operational activities, recruitment & selection, personnel administration, learning and development and employee relations.
- Control and maintain employee files and perform personnel management tasks including: Annual vacations, attendance and NSSF.

Main tasks :

- Contact applicants, follow up on feedbacks and prepare offers.
- Conduct Interviews and ensure proper recruitment according to the specified skills and experience.
- Support in developing job descriptions, and prepare job ads using various recruitment tools: newspapers, web, universities etc...
- Verify applicants' qualifications by scoring tests and conducting preliminary reference checks.
- Ensure all employment documents are signed and sent to the corresponding departments.
- Conduct orientation sessions and follow-up the probation period till the confirmation of the new recruit.
- Participate in the job fairs: Initiate, plan and follow up from the initial contact, stand display, material distribution and attendance during the job fairs.
- Daily review of the automated timekeeping software and ensuring all information are properly recorded and updated, by completing any missing data.
- Generate monthly timesheets for payroll, and ensure all employee attendance (missing punches, early leaves, late entries etc...) is clearly explained.
- Conduct exit interviews and close out employee files upon resignation, retirement or transfer.
- Respond to employee enquiries.
- Regularly update managers on their employees' annual leave balance.
- Initiate documents to be submitted to the Social Security (employment, R4, R3, Leave etc...).
- Ensure all trainings are recorded and issue a quarterly report related to the trainings taken and payments done.
- Ensure all training evaluations are sent to the concerned parties and feedback is recorded in our database.

Profil recherché / Requirements

- University Graduate (major in HR) with minimum 2 years of related experience.
- Fluent in English, French and Arabic.
- Generalist background with broad knowledge of employment, compensation, organizational planning, employee relations, and training and development with well-developed administrative skills.
- Sound knowledge of payroll principles, Labor Law and NSSF regulations.
- Knowledge and use of advanced applications pertaining to Word processing, Microsoft Excel and ERP
- Ability to cope with pressure and time constraints
- Strong problem solving skills
- Strong communication and interpersonal skills
- Planning and organizing with high attention to details



- Excellent Writing and Reporting
- Results and people oriented
- Takes Initiatives
- Ability to work independently.
- Multitasking, comfortable performing multifaceted projects in conjunction with day-to-day activities.

03. HR DAGHFAL CONSULTANCY LTD

Field of fast moving consumer goods (FMCG)

Position

☞ BRAND MANAGER - RÉF. 13BE-1003A

Profil recherché / Requirements

- BA degree, MBA is a plus
 - Project Manager
 - 2 to 3 years of experience as Brand Manager in FMCG
 - Organization skills
-

Position

☞ SALES MANAGER - RÉF. 13BE-1003B

Profil recherché / Requirements

- BA degree, MBA is a plus
 - Beirut Sales experience
 - Analytical thinker
 - People developer
 - Result Oriented
 - Dynamic
-

Position

☞ AREA SALES MANAGER - RÉF. 13BE-1003C

Profil recherché / Requirements

- BA degree, MBA is a plus
 - Analytical thinker
 - People developer
 - Result Oriented
 - Dynamic
-



Position

☞ BUSINESS DEVELOPER - RÉF. 13BE-1003D

Profil recherché / Requirements

- BA degree, MBA is a plus
- Dynamic/Flexible
- High Negotiation Skills
- Analytical thinker

04. FOR A MULTINATIONAL INSURANCE COMPANY

Position

☞ SALES MANAGER - RÉF. 13BE-1004

Mission

- Grow a team of 6-10 consultants in Lebanon to ultimately become a branch head.
- Recruit, Train and develop a team in the financial/ insurance Planning industry.
- Provide Field support to team members on regular basis.
- Performance management and mentoring of supervised consultants.
- Job Location is in Lebanon with a possibility of local or Regional relocation after 2+ years once desired target and team is achieved/built.
- All Chosen Candidates will undergo a Three month management/product orientation program on the company, products and sales management systems.

Profil recherché / Requirements

- Holding a Lebanese Nationality.
- Age between 30 and 42.
- Previous Sales management experience is a must.
- Previous individual sales experience is an asset.
- Proven record of success.
- Excellent communication and interpersonal skills.
- Previous Knowledge of the financial products is not a requirement.
- Relentless with Internal Motivation and a strong desire for success; Recognition oriented and results driven.



05. ROADSTER DINER AND DEEK DUKE

Position

☞ FINANCE DIRECTOR - RÉF. 13BE-1005A

Mission

Responsible for ensuring that the company's strategic financial objectives are met through accurate financial reporting as well as appropriate financial controls, and developing new systems as the business grows.

- Develops finance strategy in alignment with company's overall strategy
- Develops policies and procedures for Finance divisions in collaboration with the Organizational Development department
- Develops feasibility for new company investments to assess the financial outcome and drive sound business decision making
- Develops scientific Pricing models and pricing strategies and provides advice to the company pricing committee
- Develops financial tools to evaluate growth opportunities internally and externally to help sound decision making and provides the management with in-depth financial analysis to support strategic decision
- Prepares, reviews and analyzes the monthly financial reports (P&L and Cash Flow) and the Quarter – End Balance Sheet reports
- Develops tools to monitor ongoing financial performance vs. budget and QBRs, highlight variances and recommends action plans when required
- Provides strategic treasury advice for company investments, responsibilities to include debt management, and internal company cash flows management
- Develops a strong and practical set of controls and processes and create an effective control environment
- Ensures compliance with local regulations
- Monitors the management and control of the company assets after developing related policies and procedures
- Responsible for the Management and full utilization of the ERP mainly the Finance Platform
- Moves the reporting process from the common Platform reporting approach to the best practices approach
- Develops, controls and implements a program of internal audit to ensure that the company operations are carried out efficiently and with probity and that agreed recommendations are implemented
- Approves and validates clauses of any contract that have financial impact on the company such as payment to supplier
- Develops, trains, and contributes to continuously improving the knowledge, skills, and abilities of the team members ensuring that they are qualified and competent, properly coached, in order to handle the demands of their jobs and achieve their objectives

Profil recherché / Requirements

- Masters degree (emphasis on Finance, Accounting or Audit), CMA / CPA is a plus
- Minimum 10 to 15 years experience in Finance, 5 of them in executive position
- Senior level accountancy is a must
- High Computer Literacy. High experience in Accounting ERPs
- French, English and Arabic.



Position

☛ MARKETING MANAGER - RÉF. 13BE-1005B
Reports to Senior Brand Manager
Department Business Development

Mission

Develop and implement a marketing strategy and plan to develop and maintain Deek Duke brand and customer base and increase revenues

- Develop and execute marketing plans and programs, both short and long range, in order to ensure the profit growth and expansion of Deek Duke brand
- Establish marketing goals in order to ensure increasing in market share and profitability of Deek Duke
- Conduct demographic and other marketing studies in order to identify trends to maximize effectiveness of marketing efforts
- Research targeted markets and evaluate marketing strategies in order to identify and pursue potential consumers of Deek Duke services
- Plan and oversee the organization's advertising and promotion activities in order to achieve best results of each campaign
- Communicate plans and controls to outside advertising agencies on on-going campaigns in order to maximise exposure
- Develop plans and manage CRM programme for Deek Duke guests in order to build customer loyalty
- Develop and recommend pricing strategy for the organization in order to drive profitability and market in the long term
- Evaluate market reaction to advertising programs, merchandising policy and product packaging and formulation in order to ensure the timely adjustment of marketing strategy and plans
- Conduct marketing surveys on current and new product concepts in order to meet changing market and competitive conditions
- Prepare marketing activity reports in order to review and track effectiveness of campaigns
- Cooperate with upper management in order to set long-term marketing goals and strategies
- Prepare regular reports for the Business development Director

Profil recherché / Requirements

- B.A or M.A in Marketing, Communications, or Business (MBA is a plus)
- Minimum of four years in managerial role
- Integrity & Confidentiality
- Achievement / Results Oriented
- Creativity & Innovation
- Flexibility
- Initiative
- Teamwork
- Leadership
- Customer Satisfaction
- Quality Orientation



06. LEBANESE INTERNATIONAL FINANCE EXECUTIVES

LIFE Overview :

Lebanese International Finance Executives (LIFE) provides a platform to channel the influence of Lebanese finance executives worldwide in order to establish stronger bonds, nurture the next generation and promote Lebanon.

LIFE achieves such objectives through a number of activities. These include networking through organised events, offering young aspiring talent internships, scholarships and mentoring as well as raising awareness of Lebanon among international financial circles.

LIFE was established in 2009 and has been well funded. The organisation has charitable status in France, Switzerland and Lebanon and is establishing a 501 (c) 3 in the US. LIFE has also chapters in Dubai and Singapore. LIFE also set up a registered Charity in London, LIFE Generation.

There is a strong governance structure in place consisting of a board of directors, an advisory board, a number of committees including those focussing on LIFE's 3 pillars: "connect", "nurture" and "promote" alongside a number of country committees based in our international chapters, so far: Beirut, Dubai, Geneva, New York Paris and Singapore. LIFE Generation has an independent board of Trustees.

LIFE's members are international financial executives, of Lebanese origin, with at least 7 years of full-time experience in finance. Membership is by invitation only or referral.

LIFE aims to have governance principles in line with international best practice.

The Nurture Committee (NC)

This particular position will have a crucial role for the success of our Nurture committee's objectives. The mission of the NC is to nurture the next generation, to succeed in Finance. This is currently being delivered through 4 key areas:

- Scholarships - Sponsoring finance students through university.
- Internships - Helping qualified Lebanese students find internships in the finance industry.
- Mentorships - Mentoring junior finance professionals.
- Career Transition

Scholarships, in particular, aim to provide financial support for students in the fields of business and finance.

The approach of the NC is currently as follows:

- Working closely with selected universities.
- Awards based on financial need, academic merit and professional promise.
- Once pre-selected, students are required to write an essay and undergo an interview.
- Final selection by LIFE Nurture committee.

Position

☞ EDUCATION (NURTURE) PROGRAM MANAGER - RÉF. 13BE-1006
REPORT TO CEO

Mission

The post-holder will be LIFE main coordinator of activities in Lebanon and will be responsible for all areas relating to the Nurture programme taking place in Lebanon. In order to fully fulfil its role, the post-holder will have close links with LIFE headquarters in London and with the chapters most involved in the Nurture programme, namely France, London and the US.



Scholarships :

- The management and supervision, in coordination with NC, of the selection of LIFE scholars, including receiving applications, answering requests, gathering needed documents, interviewing all relevant candidates, preparing their presentation dossiers and dissertations to NC.
- Liaising with NC to organise interviews between pre-selected candidates and designated Committee Members.
- Collecting interview feedback, aggregating comments and annotations as well as presenting them in a summarised manner.
- Reverting NC's decisions back to candidates.
- Gathering scholarship fee payment information, keeping track of payments and of budget, preparing payment orders. Following up/monitoring scholarship finances/financial reporting.
- Ensuring a regular academic follow-up for each scholar, collecting quarterly grades, keeping track, aggregating info, sending it to CEO and NC's chair.
- Whistleblowing, in case of need.
- More generally, acting as the point of contact between LIFE and the educational institutions in Lebanon supported by LIFE. This includes coordinating a programme of visit and talks of LIFE members at universities, colleges and schools and ensuring agreements, advantageous to LIFE, are in place with the main universities.
- Communicating Nurture programme through the appropriate channels to guarantee a steady flow of scholars or projects.
- Liaising with other organisations and their representatives in Lebanon who may have a partnership with LIFE, as in the case of the Philippe Jabre Foundation.

Mentorships :

- Ensure Each and every scholar globally is assigned a mentor.
- Nurture's Coordinator will participate actively to the "recruitment" of mentors and their matching with mentees.
- In agreement with our Mentorship guidelines, ensure a thorough follow up between mentor and mentee; introduction, setting up meetings, follow-up, quarterly reporting to CEO & NC's Chair as well as, when needed, Beirut's Committee.

Internships :

- If and when needed in Beirut, to monitor and follow up on internships.

Others :

- Reporting regularly to the Nurture committee and occasionally to the Beirut committee.
- Maintaining a database of scholars funded and keeping in touch with LIFE alumni.
- Be the main point of contact for LIFE members in Lebanon.
- Be the main point of contact for the Beirut Junior Council.
- Monitoring a scholarship budget, reporting to the Director of Finance and Operations, the budget-holder. This position will report directly to the Chief Executive Officer of LIFE with a dotted line to the Chairmen of Nurture and of the Beirut committee.



Profil recherché / Requirements

The successful candidate is likely to have had at least 5/6 years of experience in a similar organisation and is likely to have a track record of success in all or most of the following:

Essential :

- Experience of working in an NGO/voluntary sector/membership organisation and with volunteers' boards.
- Management of the scholarship process at any level and from any angle e.g. in a university or school or NGO etc.
- Proven organisational skills, scheduling complex meetings with various individuals in different locations and time frames.
- Proven ability to manage and coach young and inexperienced students, as well as to interact with senior finance professionals and their designated staff.
- Financial acumen.
- Excellent communication skills.
- Experience of negotiation at senior level.
- Database management.
- Familiarity with Excel.
- Experience of creating and monitoring relevant management information, ability to summarise.
- A capacity to trace performance through KPI's and presentation of management information.
- Marketing and production experience.
- Excellent copywriting skills.
- Fluent English, working knowledge of Arabic and French.
- Solid administrative skills including minute taking.

Skills & Competencies :

- The ability to maintain and monitor all operations and systems necessary to the functioning of a scholarship programme.
- The capacity to operate in a small and dynamic environment, in constant growth and change, where everyone lends a hand.
- The ability to operate as part of a decentralised team.
- Understanding of the functioning of a membership and volunteer-led organisation.
- Ability to monitor and maintain goals for own areas.
- Sensitive and effective interpersonal skills - able to establish and maintain excellent working relationships with members and fellow staff.
- Experience to manage financial transactions related to scholarships or any other programme that LIFE may establish in Lebanon.

Personal Qualities :

- Proactive with a strong achievement drive and ability to work under minimal supervision.
- Commitment to the vision, mission and values of the organisation.
- An understanding of and commitment to the values of accountability, probity, openness and diversity.
- BA level or equivalent.
- Relevant professional qualifications.

Terms of Appointment :

This is a key position within the organisation and will report directly to the CEO and work very closely with the CEO, The Chairman of Nurture, the Chairman of the Beirut Committee and the Director of Finance and Operations.



How to apply

- *Please enclose with your application a full CV, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held, relevant achievements and budgets and staff managed, and latest remuneration including any benefits.*
- *A covering note, of not more than half a page, summarising your proven ability related to the person and job specifications and what you think you can bring to the organisation.*
- *Daytime, evening and/or mobile telephone numbers (to be used with discretion).*



PREMIER EMPLOI

07. A.N. BOUKATHER

Position

☞ SALES CONSULTANT - RÉF. 13BE-1007
Reports to: Showroom Manager

Mission

The Sales Consultant role is to approach potential customers with the aim of winning new business. He is also responsible for making repeat sales to existing customers. His job is to achieve maximum sales profitability, growth and account penetration within an assigned market segment by effectively selling the company's products and/or related services.

- Maintain and develop relationships with existing customers via meetings, telephone calls and Email.
- Call on new customers.
- Ensure that each customer receives outstanding service by providing a friendly environment.
- Gain a clear understanding of customers and requirements.
- Demonstrates products and services to existing/potential customers and assists them in selecting those best suited to their needs.
- Expedite the resolution of customer problems and complaints.
- Increase sales line by notifying and advising customers.
- Develops clear and effective offers/quotations for current and prospective customers.
- Take potential buyers for test drives.
- Conclude deals.
- Follow up with customers.
- Follow up with banks for loans' approvals.
- Maintain solid product knowledge.
- Carry out the market studies when needed.
- Supply management with oral and written reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Negotiate variations in price, delivery and specifications during weekly sales meetings.
- Follow up on forthcoming product developments and discuss special promotions with the marketing department and the Brand Manager during weekly meetings.
- Check quantities, presentation and cleanliness of the products on display in the showroom.
- Record sales and offers information and update the Manager in the end of the day.
- Review own sales performance, aiming to meet or exceed targets.
- Participate efficiently in achieving the sales target.
- Participate efficiently in events, shows and conventions related to the business.

Profil recherché / Requirements

Academic: Bachelor degree in Business Administration, Business Marketing or Finance, MBA is a plus.

Experience: not necessary

Languages: Arabic, English, French.

IT Skills: Word, Excel and Power Point.

ESA BE – Octobre 2013



Qualifications:

- Strong understanding of customers and market dynamics and requirement.
- Team player.
- Ability to communicate, listen, interpret, comprehend communication from others & respond appropriately.
- Ability to build, maintain & improve customer relationship.

STAGES

08. JSK REAL ESTATE

Position

☞ STAGIAIRE - RÉF. 13BE-1008
Training Period: 6 months
Address : building: Amchit, Main Road

Mission

- Responsible for day to day sales enquiries.
- Manage and record all sales enquiries via CRM.
- Customer account creation and update via CRM.
- Follow-up with clients.
- Assist with marketing plan provided by account managers.

Profil recherché / Requirements

- Good time management and planning skills.
- Good interpersonal and presentation skills.
- Excellent written and verbal communication skills are essential.
- Able to meet multiple project deadlines and demonstrate good attention to detail.
- Able to work individually as well as part of a team.
- Ability to meet deadlines with minimal supervision.
- Additional languages are an advantage but not a specific requirement.