

BULLETIN EMPLOI

Addendum Juillet 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 Fadi ASSI - réf 13BE-0715
- ✉ Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 25 juillet dernier délai

Vous serez avisés par mail le 26 juillet, de la réception de votre candidature et de son envoi à la société concernée

Toute candidature reçue après cette date ne sera pas traitée
en raison de la fermeture de l'ESA pour les congés d'été

22 juillet 2013



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EMPLOIS PROPOSES AU LIBAN

05. FOR A LEADING TRADE FAIR ORGANIZER COMPANY

Position

☞ GROUP HR DIRECTOR- RÉF. 13BE-0705

Mission

They are searching for someone that enjoys hand-on experience in strategic HR management, with strong competencies in the following areas:

- Develop and introduce a set of benefits and compensation plans that are tailored to our business, industry and regional presences,
- To put together a clear salary scale and a grading system that is in alignment with our industry and competitive landscape,
- To work with department heads and managers to document and put together individual roles and job description,
- To work closely with the management team to develop and introduce a streamlined and optimized organizational structure,
- Outline, partner and engage with talent management companies to provide professional development training for management, sales, and other business functions,
- Develop and manage a performance appraisal process which will be executed in collaboration with the management team across the group,
- Leadership in change and motivational management.
- To develop, introduce and follow through the implementation of clear group-wide policies and procedures that take into consideration our regional presence and local alignment with the cultures we serve.

06. CHEDID CAPITAL SAL (HOLDING)

Chedid Capital SAL (Holding) manages separate strategic business units such as reinsurance broking, direct insurance broking, and insurance risk bearing and consultancy services.

A single decade transformed this three-individuals single-office operation into institution built around a strong talented team, a solid but flexible management process, superior client service, regional branch network and clear expansion strategy.

Position

☞ BROKER ENGINEERING DEPARTMENT - RÉF. 13BE-0706
Industry: Reinsurance Brokerage

Mission

Manages the daily operations of the assigned line of business of the Engineering Department and develops new and existing business relationships in line with the company's strategic vision. The successful candidate will have experience in generating new business with a proven track record of account management and development in field of sales environment and coupled with extensive experience in reinsurance or insurance Engineering field. Suitable applicants will be strong team players with ability to



make decisions and identify problems. Also the candidate should be capable in maintaining excellent working relationships both internally and externally.

Profil recherché / Requirements

- Bachelor's degree in Business Administration from a reputable university is required in Civil or Mechanical Engineering . A master is a plus.
- Minimum of 5 years is required.
- CII qualification is a plus.

07. DEMCO STEEL

Position

☞ EXECUTIVE ASSISTANT - RÉF. 13BE-0707A

Department: Administrative.

Reporting : Shareholder representative

Mission

- ✓ Organize and supervise all of the administrative activities that facilitate the smooth running of the shareholder representative office.
- ✓ Provide administrative duties with wide latitude for exercising discretion and judgment.
- Arrange for and schedule appointments.
- Handle the shareholder representative agenda.
- Archive and file all documents and correspondence in a proper and systematic manner for easy reference.
- Record minutes of meetings
- Assist in preparing reports and presentations.
- Review and summarize miscellaneous reports and documents.
- Check financial reports.
- Perform other tasks and duties upon request.

Profil recherché / Requirements

- Strong knowledge of MS office, excel, PowerPoint and outlook.
- Good written and oral communication skills
- Effective reading, writing and communicating in English and French
- Ability to work independently with very good interpersonal skills
- Ability to maintain high level of accuracy in detailed work
- Advance level of understanding of the company confidential standards
- Ability in handling multiple tasks
- Bachelor degree in business or personal assistant diploma.
- Minimum 3 years of experience as an executive assistant.



Position

SALES PERSON - RÉF. 13BE-0707B
Department: Sales
Reporting : sales managers

Mission

To achieve business objectives with customers as well as internal volume and sales fundamental targets:

- Ensure meeting sales target.
- Understand and improve customer work processes to deliver sales.
- Conduct daily visits to potential customers to promote company products and attend to their requirements.
- Monitor competition and report to sales manager to plan ahead strategically.
- Coordinate with other departments of the company to improve service and to maximize business opportunities.
- Monitor receivable performance and be fully responsible for a timely collection of payments.
- Develop and maintain good relationship with customer's key decision makers.
- Prepare weekly sales visit plan.
- Prepare a report of all meetings/contacts with customers and potential customers.

Profil recherché / Requirements

Skills:

- Good knowledge of all products
- Excellent communication with ability to persuade others.
- Excellent negotiation skills
- Strong leadership and coordination skills
- Good communication in English and French language.

Diplomas:

- Bachelor degree in business or sales.

Experience:

- Minimum 5 years of experience.



PREMIER EMPLOI

08. DIWANEE GROUPS

Diwanee groups various companies dedicated to digital business, all well experienced in the Middle East in particularly in the Gulf countries is looking for a DIGITAL ADVERTISING .

Position

☞ DIGITAL ADVERTISING - RÉF. 13BE-0708

Mission

He/She will be in charge of managing our advertisements for Diwanee's publications, on Facebook Ads as well as Google Adwords.

Profil recherché / Requirements

- Major:Advertising/Marketing
- Experience:0-2 years



EMPLOIS PROPOSES A L'ETRANGER

09. CHEDID CAPITAL SAL (HOLDING)

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Position

☞ CHIEF ACCOUNTANT, KSA - RÉF. 13BE-0709A

Industry: Reinsurance Brokerage

Mission

Supervises the daily activities of client accounts and contributes to the development and implementation of the accounting policies and procedures. In addition, manages the processing all accounting supporting documents, computer applications and ensuring accurate maintenance and collection of statement of accounts.

Profil recherché / Requirements

- Bachelor's degree from a reputable university in Finance, Accounting or Business Administration-emphasis Accounting, master's / MBA degree is a plus
- Robust understanding of International Financial Reporting Standards, local reporting standards, technical reinsurance, reporting and budgeting
- Minimum of 6 years of relevant experience in a reinsurance, reinsurance brokerage or insurance company, of which two years should be in supervisory or managerial level.

Position

☞ MEDICAL UNDERWRITING MANAGER- SEIB, QATAR - RÉF. 13BE-0709B

Industry: Insurance

Mission

The medical Underwriting Manager is in charge of both top line (premium income) and bottom line (Profits) of the business line in SEIB Qatar. Manages the medical sales (new and renewal). Controls medical underwriting process, and manages the portfolio (new and existing), classifies risks, principles and practice of retention and acceptance, develops products, controls claims, applies actuaries principles to rate making and calculation of premium, accumulation, manages the reinsurance requirements and processes

Profil recherché / Requirements

- Bachelor's degree in Actuarial Sciences, Business Administration, Economics, Mathematics and Healthcare from a reputable university is required



- Experience in reinsurance specialized in Life & Personal Accident is a must,
 - CII qualification is a plus.
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Position

☞ RELATIONSHIP OFFICER-SEIB, QATAR - RÉF. 13BE-0709C
Industry: Insurance

Mission

Relationship Officer is responsible to handle day-to-day production and maintaining the business relationship with clients. Sales executives are accountable for premium income of set targets, claims monitoring, loss ratios and ensuring proper internal reporting.

Profil recherché / Requirements

- BA degree in Business Administration-emphasis marketing, advertising from a reputable university
- Experience in Insurance or Reinsurance is a plus.