

BULLETIN EMPLOI

Décembre 2012

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 Karim Kassar - réf 12BE-1205
- Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 19 décembre dernier délai

14 décembre 2012



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EMPLOIS PROPOSES AU LIBAN

01. INTERNATIONAL TRADING CO. (DEALING IN STEEL, CEMENT, CHEMICALS)

Position

- ☞ COMMERCIAL MANAGER - RÉF. 12BE-1201
reporting directly to the CEO
Company based in Beirut with foreign branches

Mission

On the sales side: He or she will have to plan with the CEO the sales and marketing activities in order to serve efficiently the actual markets where the Co. is active : Middle East , West North or East Africa.

- ♥To manage such sales in order to meet Company's targets.
- ♥To recruit and to nominate agents if necessary in the territories and to motivate sales according to Company's procedures , implementing development plans

On the procurement side : He or she will define with the CEO the authorized suppliers and producers the company is dealing with in different exporting countries .

- ♥To manage such purchases that are directly related to the inquiries received by the Company from its various clients monitoring customers and markets needs, determining focus of sales efforts.
- ♥To resolve customers complaints or claims if any.
- ♥Lead and motivate existing sales force to achieve set objectives.
- ♥Maintain excellent client retention and satisfaction .
- ♥Maintain updated and correct information related to the quotations received by the suppliers and the prices offered by the sales force on the different markets .
- ♥Maintaining continuous growth in terms of revenue and list of Clients.

Profil recherché / Requirements

- ♥Bs in Computer Science, Business Administration , Marketing . MIS or CCE, MBA is a plus.
- ♥2-3 Years of experience in sales management
- ♥Native Arabic, English and French.
- ♥Strong organizational ,sales and management skills.
- ♥Ability to negotiate and manage contractual arrangements.



02. MASTER CAPITAL GROUP

Position

☞ SENIOR TRADER - RÉF. 12BE-1202

Mission

- ♥ Maintain and increase trading volume with existing accounts and proactively prospect for new clients
- ♥ Executing trades on stocks, futures, options, FX and bonds
- ♥ Analyze market conditions, economic data and stocks' financial information
- ♥ Liaising with traders and clients on market movements
- ♥ Keep clients updated with their accounts' status
- ♥ Interpret investment opinions of research reports and channel market information flow to the clients in a timely manner
- ♥ Ensure good trade executions to clients.

Profil recherché / Requirements

- ♥ Should have a transferrable book of business
- ♥ 4 to 6 years of experience trading multi-asset classes
- ♥ Solid knowledge on Equities, Futures/Options, Bonds and FX
- ♥ Should have a bachelor degree in economics, business or related areas
- ♥ Candidates with an MBA and/or CFA qualification will be preferred
- ♥ Ability to work well in team environment.
- ♥ Creative thinking and ability to apply to our operations
- ♥ Professional work ethic and positive attitude
- ♥ Ability to multitask and thrive in a fast-paced environment.

03. QUANTUMRESOURCES

Position

☞ ADMINISTRATION AND FACILITIES MANAGER - RÉF. 12BE-1203

Mission

Duties and Responsibilities:

- ♥ Contract leasing and Management
- ♥ Facilities Management (including Insurance Management)
- ♥ Office Procurement (Including Travel Management)
- ♥ Fixed Asset Management
- ♥ Administration Process
- ♥ Managing Admin Team of: office Assistants, cleaning ladies and security personnel



Profil recherché / Requirements

- ♥ University Degree from a reputable university, MBA is a plus
- ♥ 6 to 10 years relevant experience
- ♥ Leadership
- ♥ Problem solving
- ♥ Business Acumen
- ♥ Cost Oriented
- ♥ Detail Oriented
- ♥ Organizational Skills

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

Position

☞ COMMUNICATION MANAGER– LEVANT RÉF. 12BE-1204

Mission

- ♥ Will be responsible for the editorial brand communication through all media channels in the Levant, which comprises of Lebanon, Syria and Jordan,
- ♥ Will plan strategically the communication approach
- ♥ Will select the relevant channels and fitting messages/topics to be communicated to the consumers
- ♥ Will define and manage the corresponding content production and distribution
- ♥ Will manage corporate and crisis issues according to the international guidelines and in coordination with the Area Communication Manager.
- ♥ Will not only distribute content of own productions but also will syndicate international content to national media outlets
- ♥ Will support the company's media house with information sharing, content licensing as well as providing creative input for the related channels
- ♥ Will implement the global roll-out of the company's media house
- ♥ Will set up the channels in the field of TV, digital (online, mobile), radio and print will coordinate the implementation of these channels into the local marketing mix in order to achieve maximum awareness and credibility
- ♥ Will build the brand and drive revenues.
- ♥ In addition to other related tasks

Profil recherché / Requirements

- ♥ University degree; preferably in Business Administration or Marketing or Communication Arts or Public Relations from well reputed universities.
- ♥ Having 5-7 years of broad experience in the Communication field whether in the Media or Corporate sides (ideally FMCG companies) with profound Marketing knowledge as Communication Manager or Consultant or related within well established ideally regional companies; if not, dealing with well known brands in Lebanon or in the Gulf countries.
- ♥ Good understanding of the media landscape in Lebanon for all channels: Broadcast, print, web and new media and of production knowledge including photography, text, moving images...
- ♥ Young, energetic and outgoing



- ♥ Mature, patient and hard working individual.
- ♥ Possessing a strong network and ability to build media relations in Jordan and Syria (when possible).
- ♥ Sound understanding of commercial distribution with a special focus on rights of moving images (licensing, selling).
- ♥ Strong analytical skills.
- ♥ Team player, open-minded, optimistic, creative, self-confident, with the vision to connect people and ideas.
- ♥ Highly-motivated with a cross-spectrum approach.
- ♥ Strong communication and negotiation skills
- ♥ Willing to travel around in the region when need be.
- ♥ Bilingual with a very good command of written and spoken English.
- ♥ Computer literate.

05. MATELEC S.A.L.

Position

☞ OVERSEAS INDUSTRIAL DEVELOPMENT ENGINEER - RÉF. 12BE-1205
Location: Ghorfine, Amchit, Byblos, Lebanon

Company Overview:

Matelec Group was founded in 1974 to produce distribution transformers and since then has grown into a diversified and respected electricity business player working according to international standards. Within its first decade of operation, the group was able to enlarge its products offering to switchgears, package substations, and control and protection systems. In parallel, Matelec expanded into engineering and contracting activities with the realization of complex HV, MV and LV projects. Presently, the Group carries manufacturing and commercial facilities across the Mideast, Africa and Europe.

Mission

The Overseas Industrial Department was created recently to follow up, monitor and assist the development of affiliate companies in Africa, the Gulf and Europe. We are in need of a Male Engineer who will assist the Manager in monitoring the overseas affiliates, by preparing reports both technical and financial concerning the status of each affiliate. Thus, the candidate will be required to travel occasionally to visit those affiliates in order to provide feedback.

Profil recherché / Requirements

- ♥ Degree: Masters Degree in Business and BE in Engineering
- ♥ Major: Industrial, Mechanical or Electrical Engineering
- ♥ Years of professional experience: 0-2
- ♥ Computer skills: Excellent in Word, Excel and Power Point
- ♥ Other skills: Good communication and writing skills. Very good knowledge in reading and preparing financial reports
- ♥ Languages: Arabic, French, English



06. CAPITAL BANKING SOLUTIONS

Position

☞ BUSINESS DEVELOPMENT MANAGER - RÉF. 12BE-1206

Company overview: 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.

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



07. A LARGE BUSINESS SUPPORT ORGANIZATION

Position

☞ MANAGER OF A BUSINESS DEPARTMENT - RÉF. 12BE-1207A
Profit Department
Location: Beirut

Company Overview : A large Business Support Organization providing SMEs with a diversified array of services & products.

Mission

- ♥ Setting a new business plan with well defined financial targets
- ♥ Develop new sub products
- ♥ Promoting the products through direct marketing meetings with SMEs
- ♥ Managing and train the customer service team
- ♥ Preparing a yearly plan and hit the financial target

Profil recherché / Requirements

- ♥ BA/MA in Business/ Marketing
- ♥ More than 8 years of experience in selling and promoting business products
- ♥ Fluency in English – Arabic – French is a plus
- ♥ High Communications and Managerial skills
- ♥ Strong presentation skills
- ♥ Strong Sales Technique Skills
- ♥ Highly motivated and innovative
- ♥ Good networker with the Business sector in Lebanon

Position

☞ MANAGER OF A TRAINING CENTER - RÉF. 12BE-1207B
Location: Beirut

Company Overview : A large Business Support Organization providing SMEs with a diversified array of services & products.

Mission

- ♥ Setting a new business plan for the training Center (Profit Center with financial target)
- ♥ Promoting the training products through direct marketing meetings with SMEs
- ♥ Benchmark , innovate and update the training programs yearly
- ♥ Managing the activities of the Center



Profil recherché / Requirements

- ♥ BA/MA in Marketing
- ♥ More than 8 years of experience in selling and promoting training programs
- ♥ Well exposed to training environment
- ♥ Fluency in English – Arabic – French is a plus
- ♥ High Communications and Managerial skills
- ♥ Strong presentation skills
- ♥ Strong Sales Technique Skills
- ♥ Highly motivated and innovative
- ♥ Good networker with the Business sector in Lebanon

08. GEORGES KHOURY & CO (*annonce déjà parue, recrutement toujours en cours*)

Position

☞ GROUP FINANCE MANAGER - RÉF. 12BE-1208

Mission

The main purpose of this position is to plan, direct and control the financial and accounting functions according to legislation, policies and procedures and generally accepted accounting principles. The position holder is expected as well to provide financial advice, direction and leadership by defining, organizing, implementing, and monitoring the Group's financial functions:

- ♥ Group accounting policies and procedures (managing accounting systems and maintaining full and accurate accounting records, setting policies and procedures for the proper functioning of the department and the efficient use of its personnel, creating policies manuals, ensuring compliance with regulatory, existing and new policies and procedures, constantly propose improvements to the workflow, ensuring adaptation to business needs)
- ♥ Managing ERP (systems/modules) consistency and deliverables
- ♥ Cash management procedures and policies (including financial borrowings)
- ♥ Group budgeting and reporting policies (define Group Budgeting and Reporting structure, following up on budget utilization, analyzing monthly department budgeting and accounting reports for the purpose of maintaining expenditure controls)
- ♥ Group financial controlling (determine financial controlling approach within the Group, derive financial and performance based KPI reporting, adapt workflow for following-up on KPI reviews and action plans)
- ♥ Group Internal Controls (introduce internal auditing policies and procedures)

Profil recherché / Requirements

- ♥ MBA in Finance from a reputable university – CPA/CFA is a plus,
- ♥ Six to eight years of experience in the field,
- ♥ Reliable, good communication skills,
- ♥ Achievement orientation,
- ♥ Attention to details and high level of accuracy,
- ♥ Organized,
- ♥ Timely in delivering of results,
- ♥ Capable to work under stress.



EMPLOIS PROPOSES A L'ETRANGER

09. TELECOM COMPANY BASED IN WEST AFRICA

Position

☞ ACCOUNTING MANAGER - RÉF. 12BE-1209
Reporting to General Manager

Mission

- ♥Controlling over Accounts Transactions, Movements and Balances
- ♥Controlling Customers and Suppliers' Accounts and Follow Up Collection and Payments
- ♥Preparing and Controlling Payments' List and give Instructions to issue Checks
- ♥Preparing Affiliated A/P & A/R balances and Follow-up and Analysis of Aging Reports
- ♥Controlling and Managing the Petty Cash
- ♥Reviewing all Types of Reconciliation
- ♥Coordinate with Managers to prepare the budget
- ♥Prepare the closing and adjustment entries for the period and the year end
- ♥Preparation and Generation of G/L Recurring and Provisions
- ♥Preparing VAT Periodic Reports
- ♥Handling all Bank Issues (Opening L/C & L/G, etc....)
- ♥Managing and Controlling Bank Overdraft
- ♥Oracle Mastering Set-up, Codes, Parameters, and GL Setup updates and Tax Rules Updates
- ♥Posting and Uploading Transaction to General Ledger
- ♥Coordination and Follow Up with External Auditors and Government Tax Inspectors
- ♥Safeguarding the Company Assets and Maintaining Fixed Assets Register Up-to-Date
- ♥Preparing Costing Sheet For Fixed Assets and Inventory Items
- ♥Comparing Inventory and fixed assets physical count with figures in books
- ♥Reviewing Requisition of Purchase Orders
- ♥Reviewing Consolidated Reports
- ♥Preparing Yearly Tax Declaration
- ♥Preparing Monthly Cash Flow and Cash Forecast.
- ♥Preparing All Financial Reports and Analysis (Income Statement, Balance Sheet, etc....)

Profil recherché / Requirements

- ♥University Degree in Accounting
- ♥7 years' experience in accounting work, of which at least last 5 years in supervisory position in a large company.
- ♥Good knowledge of MS Office Applications and MS Access.
- ♥Experience of Oracle Financials is a must
- ♥Analytical skills
- ♥Previous experience in a telecom company is a plus
- ♥English speaking is a must
- ♥Computer literate both functional and technical.
- ♥CPA or ACPA is a plus