

BULLETIN EMPLOI

Février 2014

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 Myriam Succar - réf 14BE-0212

✉ Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 27 février dernier délai

Restez en contact avec l'ESA



@esabeirut



ESA BUSINESS SCHOOL

20 février 2014



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EMPLOIS PROPOSES AU LIBAN

01. ADMIC SAL

Position

☞ SENIOR BUYER FMCG - RÉF. 14BE-0201A

Mission

- Follow-up on the suppliers' negotiating files.
- Validate the condition through the instructions of the Buyer or the Senior Buyer.
- Coding and encoding.
- Establishing the promotional commercial lists.
- Communicate the information to the pool of Assistants (Office Management) and Point of sales.
- Follow-up with suppliers on delivery and stock needs.
- Follow-up on rotations and overstocks.
- Direct contact and reception of supplier's sales force.
- Build – up the purchasing prices and the landed cost lists.
- Search for products v/s multiple requests.
- Direct follow-up on orders and suppliers.
- Follow-up on invoices.
- Solving the differences between invoices/prices.
- Negotiation of Promotions.
- Negotiations and invoicing of PP budgets.
- Prevention of setting up of imported orders and promotions.
- To take actions for sales and speculation.
- Market study and monitor all competitors' actions.
- Business analysis.

Profil recherché / Requirements

- MBA Degree.
 - 2 to 3 years of experience in the purchasing / sales field.
 - Field & Market knowledge.
 - Fluency in English or French language along with the Arabic.
 - Very good knowledge of computer and software literacy.
 - Excellent Communicator.
 - Excellent negotiator.
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Position

☞ MARKETING MANAGER FOR CITYMALL - RÉF. 14BE-0201B

Mission

- Researching markets to identify opportunities for events;
- Liaising with clients to ascertain their precise event requirements;
- Producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets);
- Participating to the preparation of Marketing budget;
- Ensuring insurance, legal, health and safety obligations are adhered to;
- Coordinating venue management, caterers, stand designers, contractors and equipment hire;
- Planning and following up the entertainment programs, scheduling workshops and demonstrations;
- Selling sponsorship/stand/exhibition space to potential exhibitors/partners;
- Liaising with marketing and PR colleagues to promote the event;
- Coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly;
- Overseeing the dismantling and removal of the event and clearing the venue efficiently;
- Post-event evaluation (including data entry and analysis and producing reports for event stakeholders).

Profil recherché / Requirements

- Strong communication and interpersonal skills.
- Ability to lead and to motivate a team.
- Computer literate and fluent in English. French is a plus.
- BA in Marketing or Advertising. Masters is a plus.
- 4 to 6 years' experience in a similar role.
- Good Leadership Skills.
- Good Coach and Trainer.

02. FOR AN NGO

Position

☞ OPERATIONS MANAGER - RÉF. 14BE-0202

Mission

We are seeking a well-seasoned and competent candidate for the position of Operations Manager in Lebanon.

The purpose of the position is to oversee all the activities of the organization including Fundraising, Marketing, Public Relations, HR, Finance and Operations.

The main goal of the Operations Manager is to give direction to operations, provide administrative support to the Executive Directors while submitting reports; and to advise and coach the team of the organization in order to prepare the unit for organizational self-sufficiency in the near future.



- Manage and increase the effectiveness and efficiency of Fundraising, Marketing, HR, Finance and Operations through improvements to each function;
- Drive initiatives that contribute to long-term operational excellence;
- Design, implement and facilitate annual marketing strategies and public relations for the organization in order to increase the services;
- Ensure the effective execution of the resource development strategy and fund raising plan while coordinating with external agencies and existing supporters;
- Monitor the operational and financial performance of the organization and ensure that agreed upon ethical standards and budgets are met;
- Manage all marketing related activities in the organization which includes: public relations, advertising, promotions, special events;
- Direct and coordinate the organization's financial and budget activities as well as implement departmental policies, goals, objectives and procedures;
- Determine staffing requirements, as well as interview, hire and train new employees, or oversee those personnel processes;
- Plan and direct activities while coordinating with other department heads as required;
- Improve the operational systems, processes and policies in support of organization's mission, specifically, support better management reporting, information flow and management, business process and organizational planning.

Profil recherché / Requirements

Qualification :

- University Degree with relevant disciplines.

Expeience :

- Minimum 7 years of experience in the field of management and planning; organizational effectiveness and operations management implementing best practices.

Professional Knowledge and Skills:

- Effective operational skills, i.e.: Fundraising, Marketing, Public Relations, HR and Finance;
- Demonstrable ability and experience in planning, organizing, and developing ideas for fundraising or similar activities;
- Verifiable ability and experience in developing teams and providing direction, coaching and monitoring;
- Ability to understand fundraising needs and consequently plan, organize, and implement different fundraising plans and activities;
- Administration and Management — Knowledge of business and management principles involved in strategic planning, leadership technique and coordination of people and resources;
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems;
- Ability to maintain a professional culture and positive working atmosphere focused on teamwork and shared responsibilities;
- Excellent computer skills;
- Excellent command of English and Arabic.



Mandatory Personality Skills :

- Excellent communication skills with persuasiveness;
- Initiative with strong decision making skills;
- Planning and organizing;
- Results oriented;
- Negotiation skills;
- Leadership and teamwork skills.

03. ALLIANZ SNA

Position

- ☞ SENIOR BUSINESS DEVELOPMENT MANAGERS - RÉF. 14BE-0203A
- ☞ SENIOR RELATIONSHIP MANAGERS - RÉF. 14BE-0203B

Profil recherché / Requirements

- Good Leadership and communication skills with proficiency mainly in English
- Holder of an MBA degree in Management, Marketing , Economics or any other similar major
- Minimum 5 years of experience in the fields of Distribution, Marketing or Sales in the Insurance, Banking or financial services industry.

04. MAJOR PUBLISHER & BOOKSELLER

Position

- ☞ SENIOR MARKETING MANAGER - RÉF. 14BE-0204
Reporting administratively to the CEO

Mission

- Taking in charge a team of schools and commercial representatives in the purpose of visiting the schools and the bookshops i.e. dedicated to the ground.
- Supervise Day-to-Day the three stores in terms of sales goals, animation and relation with the staff.
- Prepare reports to the CEO in order to make the necessary improvements and facilitate the decision making.

Profil recherché / Requirements

- University graduate with a degree in Business Administration &/or Legal studies. (MBA is a plus)
- 3-4 years experience in a similar field
- Fluent in French, Arabic and English.
- 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.
- Predilection for the world of books is a plus.

05. LES AFFICHAGES PIKASSO S.A.L

Position

☞ COST CONTROLLER - RÉF. 14BE-0205

Report to CFO

Department Finance

Work Environment : Indoors: 80% Outdoors:20% (travel to our affiliates, and visits to financial institutions)

Mission

- Coordinate and assist in the Budget preparation for each department.
- 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 mainly for Lebanon.
- 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 correctness and accuracy of cost center allocation.
- Prepare and issue sales turnover.
- Ensure discounts and rebates are in line with the company policies.

Profil recherché / Requirements

- University graduate in Finance, Business Accounting or related fields. MBA, CPA or CMA is a plus.
- 3-4 years experience in the field of Finance.
- Fluent in English, Arabic and French.
- Computer literate with good knowledge in Excel, Word, Outlook and accounting programs.
- Good knowledge of financial modules and systems.
- Planning and organizing with high attention to details.
- Strong organizational and analytical skills.
- Communication and report writing skills.



06. GLOBMED

GlobeMed combines technical expertise and information technology with more than 20 years of experience in providing well-tested solutions in the management of healthcare benefits.

GlobeMed was one of the earliest Third Party Administrators to introduce Web enabled connected services in support of our offerings and the first to introduce the automated cross border services. Over the years, we opted for a franchise model to ensure the expansion of our services. This model allows various interested parties, including governmental and non-governmental organizations, to use our established proprietary solutions and benefit from our extensive experience in the field. We provide unbundled solutions, which enable us to offer our services separately or as a complete package.

Our operations are connected through our automated cross border system. Our reach is further supported by our membership in the International Assistance Group (IAG) since 2007 and recently to the American Risk and Reinsurance Association (ARIA). Today, our franchisees manage over 2 million members, serve more than 70 insurance companies, social security funds, mutual societies and self-funded schemes, and offer the insured access to over 500,000 healthcare providers around the globe. Franchisees enjoy access to a centralized and updated database through 65 specialized online portals dedicated to every stakeholder involved in the management of healthcare benefits. Over 22,000 users access these portals, which are supported by advanced, highly secure and reliable disaster recovery plans.

We manage healthcare benefits, and provide actuarial, statistics, reinsurance, and international health services. We also offer medical coding education through a specialized coding school and e-learning platform, in addition to pharmaceutical supply management solutions.

We design and implement flexible and scalable solutions for all our stakeholders in both the public and private sectors. Guided by our commitment, responsibility, and inventiveness, our unique business model has helped us define the industry throughout the years.

Position

☞ CORPORATE MEDICAL DIRECTOR - RÉF. 14BE-0206A

Mission

The CMO will be responsible of:

- Setting, managing and following up the Annual Business Plan and the various objectives of the department.
- Participating in setting up policies and guiding the organization to remain ethical in its dealing.
- Managing the Medical Audit and Control of the Patient Services and Medical Review Divisions.
- Coordinating the communication with the providers and guarantors, reviewing of bills \

Profil recherché / Requirements

- M.D degree with American training and work exposure
- Minimum 15 years of experience in a related field
- Experience in dealing with insurance companies and HMOs in USA
- Managed care experience in USA is a plus
- Fluent in English and Arabic. French is a plus
- Leadership skills
- Analytical abilities
- Excellent communication skills



Position

☞ PROJECT MANAGEMENT OFFICE MANAGER - RÉF. 14BE-0206B

Mission

The PMOM oversees the full project management life cycle for the development and implementation of strategic organization projects. The PMOM will improve on productivity through streamlining & channeling of tasks required for project progress. This person is also responsible for the proper billing of work outside the scope of the franchising agreement.

Profil recherché / Requirements

- Bachelor degree in Computer Science, Industrial Engineering or Business
- PMP Certification is required
- 5 to 8 years of experience in Project Management & leadership of Project Management Office in a dynamic high-technology environment
- Prior exposure to health insurance industry is a plus.
- Proven written & verbal communication skills.
- Strong organizational, leadership, problem-solving analytical skills
- Able to work under pressure and strict deadlines

Position

☞ BUDGET AND REPORTING MANAGER - RÉF. 14BE-0206C

Mission

The Budget and Reporting Manager will be in charge of supervising the accounting functions and financial analysis and reporting in some of the operations of GlobeMed Limited.

He/she will be responsible of preparing monthly and quarterly management account preparation and analysis of financial and operational data.

He/she will supervise the development and implementation of financial information and control systems, Prepare and monitor the business unit finance department budget and business plan.

Profil recherché / Requirements

- B.S. in Accounting. Masters is a plus
- 3 to 5 years of experience in a related field
- Excellent analytical and leadership skills
- Ability to work independently and as part of a team
- Ability to meet stringent deadlines
- Knowledge of accounting packages is a plus
- Knowledge of multi regional tax environments is a plus



Position

☞ CORPORATE COMMUNICATION MANAGER - RÉF. 14BE-0206D

Mission

The “Corporate Communication Manager” (CCM) is responsible for setting corporate communication strategies that will support the corporate business strategies.

He/ She will assist all GlobeMed Operations in setting up their respective communication plans. This position should support and drive strategic & business priorities, while maintaining consistency & focus of all the different communication messages.

Communication programs in support of strategy will unfold through internal & external initiatives to stakeholders, including prospective partners or clients, risk carriers we serve, healthcare providers within & outside the network, employees & staff members, special interest groups, the media, the insured members & the public at large.

Profil recherché / Requirements

- Bachelor Degree – Marketing, Communications, Business
- 8-12 years practical experience with demonstrated track record of developing global brands (B2B brand building).
- Highly desirable: experience in new media, communications, advertising, or agency
- experience
- Proven ability to execute brand communications on a global scale across geographies, cultures and languages.
- Demonstrated experience in a range of media including print and web/e-communications
- Demonstrated ability to multi-task, perform in a fast-paced environment and respond quickly to situational needs as they arise
- Strong ability to work well with and influence all levels of stakeholders and constituents.
- Strong interpersonal skills
- Clear communication both written & oral, multiple languages preferred (Arabic, English and French are the minimum)
- Project Management skills
- Computer skills including MS Power Point, Excel, Word, and Adobe Photoshop/ Illustrator

Position

☞ SENIOR DEVELOPER – CRM - RÉF. 14BE-0206E

Mission

The purpose of the Senior CRM Developer’s position is to increase the capabilities of the CRM department and its abilities to meet the increases demand for CRM services as a tool to improve the quality of the services provided by GlobeMed to all of its stakeholders. The Senior CRM Developer will assist the CRM Manager in the management of different services under CRM and what it entails in terms of analysis, design, development, configuration, and support to internal and external users.



Profil recherché / Requirements

- University degree in Computer Science or equivalent
 - Minimum 3 years of .NET Development experience
 - ASP.NET and C# (Web application and Web services).
 - Good knowledge in Oracle and SQL Server (Procedures, Functions.....)
 - Installation and Customization of Microsoft Dynamics CRM
 - Experience in Crystal Reports and Business intelligence reports is a plus
 - Knowledge of Oracle/Web development is a plus
 - Experience in technical writing/ documentation is a plus
 - Fluent in Arabic and English, French is a plus
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Position

☞ BUSINESS INTELLIGENCE SPECIALIST – CRM - RÉF. 14BE-0206F

Mission

The Business Intelligence Specialist's role is to strategically design and implement business intelligence (BI) software and systems, including integration with databases and data warehouses. This includes selecting, blueprinting, gathering requirements, designing, and rolling out BI solutions to end users. The Business Intelligence Specialist is also responsible for ensuring high levels of BI availability through support functions and in-depth testing.

Profil recherché / Requirements

- University degree in Computer Science or Computer Engineering
- Comprehensive data warehouse analysis and design experience, with full knowledge of data warehouse methodologies and data modeling.
- 1 to 2 years of experience in Oracle development
- PL/SQL development experience is a must.
- ETL design experience is a plus.
- Development-related certification is a plus (MCSD, OCP development, etc.)
- Experience in health-related business (preferably medical insurance) is a plus
- Ability to work in a team environment and willingness to learn.



PREMIER EMPLOI

07. PELICAN INTERNATIONAL SERVICES

A shipping and forwarding agency established in Beirut is looking to reinforce its team with a female fresh graduate in transportation and logistics.

Position

☞ SHIPPING JOB VACANCY- RÉF. 14BE-0207

Mission

- You will be responsible for the administrative follow-up and logistics of orders
- You will follow-up the maritime traffic (organizing transport and customs documents, preparing invoices, follow-up of payments, etc...)

Profil recherché / Requirements

- University graduate or equivalent by experience
- Computer literate.
- Language: fluent in English (spoken and written), French is an asset
- Willing to learn, communicative, positive and a good team-spirit
- Service-minded, customer-focused
- Well organized
- Flexible and can work autonomously