

BULLETIN EMPLOI

Addendum Janvier 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 Albert Khoury - réf 14BE-0115

✉ Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 29 janvier dernier délai

Restez en contact avec l'ESA



@esabeirut



ESA BUSINESS SCHOOL

24 janvier 2014



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EMPLOIS PROPOSES AU LIBAN

12. FOR A MAJOR HARDWARE AND SOFTWARE COMPANY

Position

☞ SENIOR MARKETING SPECIALIST - ERP - RÉF. 14BE-0112

Mission

- Will contribute to establishing marketing plans and strategies in order to meet the company's objectives,
- Will identify marketing opportunities through identifying consumer requirements, defining market, competitors' shares, strengths and weaknesses, forecasting projected business, conducting feasibility studies, pricing models...
- Will execute marketing activities to promote the company's ERP product,
- Will support sales financial objectives,
- Will handle dealings with advertising agencies on all communication materials...

Profil recherché / Requirements

- University graduate; preferably holder of a Bachelor degree in Business Administration or Marketing related from a well reputed university. A Masters degree in Marketing is a plus.
- Around 5-7 years in Software Marketing experience ideally ERP, with 1-2 years as Marketing Specialist or Product Specialist or Brand Manager or related within an Information Technology company in Lebanon that sells ERP software.
- Self motivated, hard working and well organized.
- Motivated, flexible and pleasant personality.
- Creative, innovative mind with good analytical and implementation skills.
- Technology savvy and up to date.
- Able to perceive and react to the needs of third parties: clients, colleagues, managers, suppliers...
- Excellent Negotiation, communication and interpersonal skills.
- Bilingual: Arabic and English.
- Computer literate

13. CAPITAL BANKING SOLUTIONS

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 : Beirut. Paris. Monaco. Dubai. New York. Miami. Geneva

ESA BE – Addendum Janvier 2014



Position

☞ BANKING CONSULTANT- CAPITAL MARKETS - RÉF. 14BE-0113

Mission

In charge of documenting and modeling the customer's business requirements, executing test plans, conducting training, participating in the implementation and support of banking solutions.

- Participate in the analysis and design of customer's business requirements.
- Participate in modeling the business processes and requirements as per the banking industry standards
- Define functional tests plans.
- Assist in product enhancement.
- Conduct customer's training on the functionalities of the banking product.
- Conduct internal training on the functionalities of the banking product.
- Provide pre-sales support and product demonstration.
- Respect the departmental policy and procedure such as: Internal Software Tools...

Profil recherché / Requirements

- Bachelor Degree in Banking & Finance or equivalent
- Minimum 4 years of professional experience in Capital Markets
- Strong knowledge of banking industry
- Fluency in the English, French, and Arabic languages
- Computer Literate (Word, Excel, and PowerPoint)
- Capital markets and derivatives
- Exposed to the latest accounting practices (IAS, IFRS...).

14. HOPITAL LIBANAIS GEITAOU

Position

☞ RESPONSABLE GESTION DES RISQUES/CHARGÉ DES PLAINTES DES PATIENTS - RÉF. 14BE-0114

Mission

- Développer les outils et les projets liés à la Sécurité du Patient et du Personnel.
- Recevoir les déclarations d'évènements indésirables, analyser les causes racines et prendre les actions correctives et préventives adéquates.
- Développer les méthodes d'analyse et d'évaluation des risques liées aux processus.
- Recevoir les plaintes et propositions des patients, les analyser et faire leur suivi.
- Identifier les besoins en formation sur la sécurité et la santé au travail, la sécurité du patient et la gestion des risques.



Profil recherché / Requirements

- 5 ans d'expérience, de préférence Infirmière diplômée, formation en qualité/gestion des risques est un plus.
- Excellente capacité d'analyse et de synthèse.
- Excellent relationnel avec les patients et le personnel.

15. AZADEA

Position

☞ EXECUTIVE ASSISTANT - RÉF. 14BE-0115
Report administratively to Chairman

Mission

The Executive Assistant is responsible for providing full assistance and support to the manager by scheduling his/her appointments, handling documents maintenance and processing correspondence needs.

- Organize and manage the day-to-day running of the manager's professional and personal affairs in order to ensure the provision of high-quality support
- Manage the schedules to ensure effective time management, coordinate activities, prioritize appointments and reschedule where necessary
- Manage, prioritize, screen and monitor the manager's correspondence, including calls, emails, post and fax, in order to ensure they are dealt with in a timely manner
- Collect and research information on assigned
- Attend senior level meetings (i.e. executive committee, board meetings and other) and record minutes of meeting for future reference
- Organize and set up meetings and working sessions in order to inform the concerned parties accordingly
- Ensure that documentation is correctly filed by maintaining an efficient filing system

Profil recherché / Requirements

- Bachelor's Degree, Master or MBA is a plus
- 3 years of experience in a related field
- Fluency in English and Arabic; French is a plus
- Proficiency in MS Office



EMPLOIS PROPOSES A L'ETRANGER

16. CREDIT EUROPE BANK DUBAI LTD

Credit Europe Bank N.V. is an international bank headquartered in Amsterdam. We have branches and subsidiaries in Germany, Belgium, Malta, Russia, Ukraine, Romania, Switzerland and Dubai.

Position

☞ RELATIONSHIP MANAGER (Middle east, Africa and south East Asia) - RÉF. 14BE-0116A
Commodity Trade Finance unit
Job Location : Dubaï

Mission

- Analysis & assessment of various credit requests specially international trade finance deals.
- Thorough analysis of financial statements including spreading of statements in banks format, reconciliation, calculation & interpretation of ratios, and comparative analysis.
- Preparation of full-fledged credit proposals based on information provided & analysis.
- Developing Business from new & existing clients, through strategic penetration into identified market/sectors across the entire portfolio spectrum like assets, liabilities, and cross-sell.
- Maintaining and enhancing relationships with key customer accounts and prospective customers to ensure business continuity and growth.
- Proactively identifying problem assets through continuous monitoring & accordingly recommending exposure/restructuring strategy.
- Annual review of existing credit facilities
- Continuous liaison with Legal, Credit, Admin & Operations personnel
- Ensuring completion of security documentation and covenant compliance
- Supporting Unit Head and Senior Relationship Managers through independent handling of operational issues, customer queries and complaints ranging from remittances to trade finance.
- Preparation of returns/MIs as required by credit committee.
- The role partially covers Financial Institutions responsibilities including arrangement of bank lines, RMA connections, Risk Participations, Correspondent Banking etc for Trade business and Treasury products facilitation.

Profil recherché / Requirements

- 5 years of Corporate Banking experience of which at least 3 years of Relationship Management exposure.
 - Must have MBA or Master's degree
 - Good knowledge of trade finance instruments (LC/confirmation/discounting/CAD).
 - Marketing, selling and interpersonal skills with a proven credit risk and financial analysis skills
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Position

☞ RELATIONSHIP MANAGER forfeiting for our Dubai Office - RÉF. 14BE-0116B
Job Location : Dubaï
Reporting to Amsterdam Forfeiting and Loan Trading Department

Mission

- Good knowledge of international trade instruments
- Preferably 3-5 years of relevant working experience in international trade finance and/or loan trading Purchase of forfeiting/loan trading products (i.e. syndicated loans and negotiable trade instruments) from Financial Institutions and various loan traders from the region
- Trading of such transactions with the secondary market counterparts from the region.
- Preparation of documents and timely follow-up of documentation process of transactions with documentary credits department.
- Reports and data related to MIS of forfeiting transactions.

Profil recherché / Requirements

- University degree in a relevant field
- Good knowledge of international trade finance products and preferably 3-5 years of working experience in international trading finance.
- Excellent command of English and Arabic, good command of French languages.
- Strong computer skills.
- Ability to travel frequently in the region and regular visits to Amsterdam Head Office
- Ability to work 40 hours per week
- Outstanding communication skills and networking abilities
- An open personality to adapt quickly to new circumstances and opportunities

We offer

- A challenging and dynamic position in a friendly and international working environment
- Excellent training opportunities in a bank where trade finance is the main specialization
- Good remuneration package