

BULLETIN EMPLOI

Septembre 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 Xavier HABIB - réf 13BE-0914

✉ Une lettre de motivation est vivement recommandée.

Dépôt des candidatures avant le 19 septembre dernier délai

12 septembre 2013



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EMPLOIS PROPOSES AU LIBAN

01. NESTLÉ WATERS

Position

☞ BRAND EXECUTIVE / BRAND MANAGER (ACCORDING TO EXPERIENCE) - RÉF. 13BE-0901
Reports to marketing manager

Mission

Plan, Manage Brand Marketing activities, Draw the brand future strategies :

- Annual Brand Plan Preparation
- Brand Plan Budgeting & Management
- Marketing review preparation to analyse and evaluate previous projects
- Competition & category analysis
- Advertising campaign development and implementation with agencies
- Packaging and POS design development.
- Management of sponsorships, events & samplings
- Work with Sales & management team re: Sales volumes and placement of POS in the Market; Consumer Promo & Trade Promo plans
- Communication with Factory on innovation/renovation/promotion projects
- Communication with Supply Chain on production plan & product availability
- Work with Key accounts and Category Management
- Market visits with Sales team & Merchandisers
- Management with marketing suppliers (Printing houses, Advert. Agencies, etc)

Profil recherché / Requirements

- University degree in Marketing or Business Administration
- Experience in the Water Category or other FMCG (preferred)
- Understanding of the Retail trade in Lebanon
- 2 to 3 years experience in a similar role

Must have

- Communication skills
- Creative
- Organization skills
- Team spirits work

Opening-up

- Know Yourself
- Insight
- Service Orientation
- Curiosity
- Courage



Adding Value

- Results Focus
- Initiative
- Innovation & Renovation

Dealing with others

- Proactive co-operation
- Convincing others

Inspiring

- Lead People
- Develop People
- Practice what you preach

02. FOR A NON-PROFIT PRIVATE ORGANIZATION

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

Position

☞ MARKETING COORDINATOR OF A BUSINESS TRAINING CENTER - RÉF. 13BE-0902

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

Profil recherché / Requirements

- BA/MA in Marketing
- More than 5 years of experience in selling and promoting training programs or analogues services
- Well exposed to training environment
- Fluency in English & French
- High Communications and Managerial skills
- Strong presentation skills
- Strong Sales Technique Skills
- Highly motivated and innovative
- Good networker with the Business sector in Lebanon



03. FOR A MAJOR MULTINATIONAL INDUSTRIAL COMPANY

Position

☞ ASSISTANT TO THE EXECUTIVE COMMITTEE / BUSINESS ANALYST - RÉF. 13BE-0903A

Mission

- Will ensure sustainability of the business planning process, prepare the ground for a Business Plan review covering competition behavior, product portfolio management, growth opportunities, products' positioning...
- Will take the lead on specific projects such as market studies, budget analyses, business development opportunities, inform the executive committee about group guidelines, directives and messages in a timely and efficient manner, and act as a Secretary to the Executive Committee, being responsible for preparing agendas, minutes and following up on action plan for the monthly and regional meetings.
- Will commit to respect the company's compliance directives and policies, ensure alignment of Health & Safety activities, and actively manage risks by ensuring that all related control activities are implemented thoroughly.

Profil recherché / Requirements

- Age ideally between 27 – 30.
 - University degree in Business Administration or in Engineering preferably Mechanical or Electrical or Chemical or Industrial Engineering from well-reputed universities. MBA degree is a must.
 - Having a min. of 2-4 years of professional experience with at least 2 years as Executive Committee Assistant, or Business Analyst or Management Consultant or Projects Manager or related, within well-established preferably Management Consulting firms or Large Industrial Companies, or Big 4 firms within their transaction advisory department.
 - Mature, patient, self-motivated.
 - Flexible and pleasant personality, team player.
 - Down to earth.
 - Quick-minded and problem solver.
 - Able to multi-task; time conscious.
 - Good analytical and administrative skills.
 - Able to read budgets and financial reports.
 - Strong exposure to projects management tasks.
 - Strong communication and reporting skills.
 - Mobile, able to travel 3-4 times per year.
 - Bilingual: Arabic/English. French is a plus.
 - Computer literate.
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Position

☞ FINANCIAL CONTROL SENIOR MANAGER - RÉF. 13BE-0903B

Mission

- Will be responsible for the implementation of financial business plans and strategies and the preparation of company budgets.
- Will be accountable for driving improvements in quality of financial and business analyses, budgeting, forecasting and risk control in order to meet company financial targets and commitment.
- Will drive improvements in quality of financial and business analyses in order to guide all leaders in decision making and performance monitoring
- Will ensure that appropriate measures are taken to achieve financial and strategic business objectives.
- Will provide financial advice and perspective to assist the development and implementation of long term business plans, strategies and tactics
- Will lead the financial due diligence
- Will prepare the consolidated yearly budget and quarterly budget review
- Will drive improvements in budgeting and forecasting process with a focus on forecast accuracy and predictability
- Will advise management about issues such as resource utilization, and the assumptions underlying budget forecasts
- Will perform costing of products and business lines
- Will control costs and drive cost savings initiatives to meet company financial targets and commitments
- Will proactively identify and mitigate business and financial risks
- Will assist operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems
- Will assist in treasury and working capital
- Will review all capital expenditures to ensure compliance to the relevant policies and business and financial justifications are sound
- Will ensure quality of financial reports
- Will monitor, track and review the assigned business units KPIs
- Will assist in the development of the capabilities and skills of the team to meet future needs

Profil recherché / Requirements

- University degree holder; preferably in Business Administration, majoring in Finance or Accounting from well reputed universities. Masters in Finance or CPA or CFA or MBA is highly preferable
- Minimum 7-10 years of Finance and Financial Control experience within major regional or multinational ideally Retail or FMCG (food, beverages, pharmaceuticals...) companies in Lebanon or in the Gulf with a minimum of 2 years as Financial Controller or related
- Previous experience in Big 4 Audit firms might be also be considered as relevant
- Preferably experienced in implementing new financial control systems
- Able to impose confidence and respect
- Trustful and loyal; high ethical values
- Business acumen; mature; at ease with numbers; cost conscious
- Highly motivated self-starter and versatile team player
- Sense of initiative and results oriented
- Able to analyze, interpret and evaluate financial data



- Able to work under pressure with tight deadlines
- Able to work independently and to handle daily operational issues
- Able to maintain appropriate relationship with third parties: banks, insurance companies, lawyers, auditors, ministry of finance, NSSF...
- Good knowledge of general accounting principles, methods and application
- Good knowledge of Lebanese taxation and NSSF regulations and laws
- Good written and verbal communication, reporting and presentation skills
- Proficient in MS Office Application and computerized Accounting Systems
- Experience with ERP systems is highly preferred

04. FOR A MAJOR HARDWARE AND IT SOLUTIONS COMPANY

Position

☞ PRODUCT MANAGER - RÉF. 13BE-0904

Mission

- Will establish, develop, and maintain marketing strategies and plans in order to meet the company's objectives
- Will identify marketing opportunities by: identifying consumer requirements, defining market, competitors' shares, and competitors' strengths and weaknesses, forecasting projected business, establishing targeted market shares...
- Will implement marketing plans and projects for new and existing products
- Will plan, schedule and execute marketing policies and activities to promote the company's products (events, campaigns...)
- Will meet marketing and support sales financial objectives through forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, initiating corrective actions...
- Will direct and manage the pricing strategy
- Will consult advertising agencies on communication materials such as company profile, banner, flyers' designs...
- Will supervise and follow up on all activities related to the company's website and social media platform
- Will create policies or procedures to improve all marketing activities related to the products.
- Will build a culture of high performance, professionalism, business co-operation, continuous improvement, and product and service excellence.
- Will motivate, organize and encourage teamwork within the workforce to ensure that the company goals and objectives are met
- Will participate in personnel development at all levels through talent acquisition performance management, trainings...

Profil recherché / Requirements

- University graduate; preferably holder of a Bachelor degree in Business Administration or Marketing related from a well reputed university. An MBA or Masters degree is a plus
- Around 5-7 years of marketing experience, with at least 2 years as Product Manager or Product Specialist or Brand Manager or related, ideally within an Information Technology services or Telecom or Internet Service Provider or Web design services company in Lebanon.



- Good candidates from other durable goods sectors can also be considered
- Previous experience and knowledge of the Lebanese market is a must
- Young, energetic and dynamic.
- Self motivated, hard working and well organized
- Able to inspire confidence and trust
- Motivated, flexible and pleasant personality
- Creative, innovative mind with good analytical and implementation skills
- Good analytical and financial skills

05. FOR A MULTINATIONAL CONSULTING FIRM

Position

☞ STAFF EDITOR - RÉF. 13BE-0905A
Reports to : Senior Editor, Middle East

Mission

Work with senior editor, client teams, and markcoms to maximize the impact of the firm's external marketing and internal communications in the region.

Support editorial development of pieces for publication generated in the Middle East: Viewpoints, s+b articles, co-branded papers, monthly articles in regional and international media, internal newsletters, and alumni newsletters.

- Increase understanding of market knowledge and industry economic trends to enhance writing process across articles and viewpoints
- Coordinate with seniors to discuss and develop ideas as well as receiving their input on written articles before finalization
- Ensure that articles are properly structured and messages are coherent as to require minimal editing as a final product
- Complete tasks autonomously with minimal overview ensuring proper follow up and coordination with all parties
- Propose and lead the development of editorial output, such as pitches for articles and original op-eds
- Organize time to meet changing and sudden demands and deadlines
- Assist in managing editorial pipeline
- Frequently update the marketing team and internal/external clients of progress
- Write/edit 3-5,000 word white papers
- Write/edit articles published in regional and international media whilst liaising with media editors to meet deadlines and edit submissions
- Manage editorial development of articles in the Middle East's
 - monthly internal newsletter
 - Write/edit articles in the Middle East's biannual alumni newsletter
 - Write/edit regional website content
- Provide writing and editorial support on special projects



Profil recherché / Requirements

- 5+ years of writing and editing experience, with strong background in business journalism and/or professional services
 - Strong communication skills
 - Ability to rapidly master complex management and technical material
 - Able to work with different sets of internal clients and external contractors
 - Excellent skills in prioritization and time management
 - Knowledge of ME regional dynamics
 - Preferred candidate will have background in one or more industry verticals: telecom, public sector, energy, media, retail/consumer goods, financial services and will be able to learn about new industry verticals and keep abreast of latest trends
-

☞ STAFFING COORDINATOR - RÉF. 13BE-0905B

Reports to : Employee Relations Manager

Mission

Handles staffing coordination among the practices across the region in coordination with the Employee Relations Manager and maintains all aspects of the Business Information System (BIS).

Inputs and generates data required for staffing coordination (Vacation, Illness, Personal Leave, Training, Tags)

- Monitors staffing data (Project ends, inconsistent Data, long beach times)
- Maintains client staff CVs
- Provides staffing reports on a regular basis
- Follows up on staffing requirements

Financial:

- Monitors staffing data versus time allocated on projects and highlights leakages

Customer:

- Works towards being a high quality internal service provider

Process:

- Maintains staffing information on the BIS systems in an accurate and timely manner
- Ensures that periodic staffing reporting is maintained

Capability:

- Acts as point of contact for Staffing questions and replies to all staffing queries.
- Coordinates with Employee Relations Manager for more complex situations
- Contributes to an environment of teamwork within the team and supports other areas as needed
- Acts as a key resource and liaison to other functional areas of the business, building productive cross-functional relationships



Profil recherché / Requirements

- University Degree in Business Administration related majors
- Proficient in English
- Very good working knowledge of Word, Excel, and PowerPoint
- Strong interpersonal and customer service skills
- Excellent communication, negotiation and persuasive skills
- Self-confident, details oriented
- Min. 3 years' experience in HR related fields

06. HOLCIM LEBANON

Established in 1929, Holcim Lebanon, a subsidiary of Holcim Ltd, is one of the leading cement companies in Lebanon. The company operates a grey cement plant and a white cement plant through its subsidiary, "Société Libanaise des Ciments Blancs" – the only producer of white cement in Lebanon. It also runs five concrete plants in Nahr El-Mot, Chekka, Kfarchima, Halba and Beirut Harbor. In 2003, Holcim Lebanon acquired a grinding station located in Northern Cyprus. Holcim Lebanon is registered in the Beirut Stock Exchange. Firm Website: www.holcim.com.lb

Position

☞ EXECUTIVE COMMITTEE ASSISTANT - RÉF. 13BE-0906A
Location : Chekka

Mission

Assist EXCO by performing job related duties:

- Strategic planning : Ensure sustainability of the business planning process covering topics like competition behavior, product portfolio management, growth opportunities, RMX positioning ...
- Contribute / assist in the Financial planning process.
- Take the lead on specific projects e.g. market studies, budget analyses (vs. performance), business development opportunities ...
- Prepare agendas, follow up on minutes and action plan for the executive committee meetings.

Profil recherché / Requirements

- Major/ Emphasis: Bachelor Degree in Business, Economics or other related field with an executive MBA from a reputable business school.
- Work Experience: 3 to 5 years of professional experience (project management, strategic planning, audit firms, consulting firms) preferably with international exposure.
- A well-organized self-directed person
- A team player with an appropriate professional image
- Analytical ability, autonomous, accepting ownership to accomplish different tasks (polyvalent) and has proved communication skills.
- Flexible, available and mobile. Safety oriented.
- Computer Skills: MS office
- Languages Skills: fluent in english, arabic and french
- Working days : 5 days per week, 48 hours per week



Position

☞ INGÉNIEUR PRODUCTION ELECTRIQUE - RÉF. 13BE-0906B
Location : Chekka

Mission

Assurer le bon fonctionnement mécanique et électrique des moteurs & équipements des centrales électriques (Thermique, WHR & Hydraulique) pour optimiser la production électrique.

Profil recherché / Requirements

- Education : Ingénieur mécanique ou électro-mécanique, MBA est un plus.
- Expérience: 3 à 5 ans d'expérience dans la maintenance de la production électrique (Power generation) et/ou expérience dans la gestion de projet.
- Qualifications particulières : Bonne communication, gestion des équipes, esprit d'analyse, capacité de prendre de décision rapide et adéquate, orienté sécurité.
- Connaissances en hydraulique, pneumatique & électricité.
- Langues : Arabe, Français & Anglais.
- Informatique : MS office & AutoCAD.

07. ABC

Position

☞ MARKETING DIRECTOR - RÉF. 13BE-0907A
Department : Marketing
Location : Head Office Dbayeh

Mission

The Marketing Director is responsible for leading, managing and directing the strategic marketing plan and ABC growth strategy including external/internal communication and PR, branding, CSR, CRM model and all of the marketing related activities.

He/she will play a major role in building competitive edge facing market dynamics and redirect ABC positioning in line with ABC vision.

The Marketing Director shall translate the department objectives to action plans facilitating business growth through building a competent and efficient team.

Drawing Marketing Strategy and Plan

- Develop strategic marketing and define a corporate marketing business plan based on extensive and comprehensive market research;
- Develop a proper competitive watch and networking with key partners;
- Actively participate in designated strategic committees (brand committee, e-commerce and entertainment...);
- Define a strong corporate communication and strengthen its digital strategy;



- Enhance the CRM platform and develop the card by integrating the tenants;
- Develop and strengthen the ABC credit card new business model;
- Develop a creative events calendar;
- Design a solid CSR plan;
- Implement the new branding strategy.

Technical skills and Competencies

Strategy

- Draft strategic marketing platform to react to market changes and new retail environment;
- Ability to react to changes through monitoring competitors' activities.

Execution

- Ensure the implementation of the marketing calendar;
- Strengthen relations with key suppliers and medias;
- Develop effective communication platform including digital communication;
- Ensure best standards in events.

Leadership

- Capable of interacting smoothly with the Senior Management;
- Team player;
- Team leader through leading, coaching and managing the marketing team;
- Identify and attract talents while developing existing team.

Performance management

- Clear, profitable and achievable strategy based on international and local benchmarks;
- Clarify and strengthen ABC's positioning through strategic segmentation and strong cooperation with leasing and operations;
- Manage and upgrade;
- Deliver insightful initiatives to the Brand Committee.

Project management

- Lead the e-commerce project;
- Lead the entertainment effort;
- Identify and study new businesses ranging from headhunting unique concepts to developing new initiatives.

Main Interface

- Finance & IT
- Propose marketing budget - challenged by operations and finance;
- Challenge existing tools and optimize reporting systems.

Operations

- Propose store/mall events to Operations (client-provider relation);
- Propose store/mall communication to Operations (client-provider relation).

Other supporting Divisions and Departments

- Human Resources, Buying, Leasing



Position

☞ COMMUNICATION & DIGITAL MEDIA MANAGER - RÉF. 13BE-0907B

Department : Marketing

Location : Head Office Dbayeh

Mission

Accountable for the development and implementation of the Digital Media strategies, communication calendar and ABC retail brands.

Maintain ABC magazine as the number one tool to promote ABC retail brands;

Main Duties & Responsibilities:

- Monitor and enhance ABC Magazine distribution and perform constant follow up on circulation;
- Guaranty ABC retail brands presence in local magazines through Shares of Editorials Expenditure and Share of Advertising;
- Manage and monitor daily archiving system for ABC news vs. market competitors in newspapers and business magazines;
- Increase advertising revenues in terms of oriflamme, podium rentals and advertising spaces sales in the magazine;
- Prepare, implement and update the media plan with the collaboration of the operations;
- Work and follow up on the retail media plan according to each brand's budget;
- Ensure a competitive watch to assess the current and future weakness of ABC v/s the competition and strengthen the future positioning and development of the company;
- Work on the continuous upgrade of ABC brand image in advertising, Public Relations, Media Relations, etc.;
- Support and develop ABC retail brands media planning in store and equal share of visibility;
- Implement ABC brand equity image in order to constantly uphold ABC's image, brand awareness and sales;
- Work with the agency on new concepts for the communication calendar (billboards and façade);
- Develop a yearly Digital Media strategy including Facebook, You tube, twitter, SEO, etc. along with a yearly calendar of activation with at least one activity on monthly basis and work on the implementation of the calendar and the optimization of ABC social network;
- Monitor and perform constant follow up on ABC website: new sections, weekly updates and reporting;
- Prepare and execute monthly reports in a accurate and timely manner: digital media, marketing memo, etc;
- Develop and implement a 360 degree digital strategy for ABC by using different digitals such as: ABC new brand identity;
- Manage and monitor daily archiving system for ABC news and articles vs. market competitors in newspapers and business magazines;
- Monitor and oversee the yearly communication and Digital Media budget;
- Perform other job related duties as assigned.



Profil recherché / Requirements

- Bachelor's Degree in Business Administration or Marketing, Masters Degree is a plus
- At least 6 years of relevant experience
- Strong organizational, time-management and multi-tasking skills
- Ability to work under pressure with tight deadlines
- Good leadership skills
- Proactive and results-driven
- Strong communication skills

08. 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

Position

☞ SENIOR BUSINESS ANALYST- EXPERTISE IN ISLAMIC BANKING - RÉF. 13BE-0908

Location : Hazmieh

Mission

Responsible for documenting and modeling the banking business requirements, executing test plans, conducting functional training and creating and updating documentation

- Analyze and design banking business requirements.
- Model the business processes and requirements as per the industry standard methodologies.
- Define, develop and complete testing scenario.
- Assist in enforcement of project deadlines and schedules.
- Create and update documentation of the functionalities of the banking products.
- Conduct functional training on the functionalities of the banking products.
- Prepare weekly progress report.
- Communicate needed changes in coordination with its supervisor to the development team



Profil recherché / Requirements

- Bachelor Degree in Banking & Finance. MBA is a plus
- Minimum 5 years of experience in Islamic banking industry
- Knowledge of Islamic Banking functionalities is a must
- English – Arabic – French
- Computer Literate (Word, Excel, PowerPoint)
- Analytical and problem solving
- Good Planning/Organizing
- Reporting writing skills
- Flexibility and Adaptability
- Communication
- Collaboration & Teamwork



STAGES

CV à transmettre par mail à emploi@esa.edu.lb au plus tard le **17 septembre**

09. L'ORÉAL LIBAN

Position

☞ STAGIAIRE MARKETING - RÉF. 13BE-0909

L'Oréal Liban est à la recherche d'un stagiaire à temps plein.

Département : Marketing

Durée : 3 mois à temps plein (9:00 à 18:00, Lundi à Vendredi – à commencer Mi-Septembre)

Renouvelable 3 mois

10. BADER YOUNG ENTREPRENEURS PROGRAM

Position

☞ STAGIAIRE - RÉF. 13BE-0910

Bader Young Entrepreneurs Program is hiring an enthusiastic intern to take an active role in organizing this year's Global Entrepreneurship Week (GEW). We are looking for a fresh graduate with solid track record of event organizing and good knowledge of the Lebanese entrepreneurship scene. The intern will be working in a fast paced and exciting environment, will be interacting directly with Bader's Program Coordinator and Managing Director and will be exposed to a wide range of activities.

Mission

- Follow up with GEW Partners on various issues
- Update website with events and activities
- Update Social media channels with stories and events
- Assist in organizing meetings and keeping minutes
- Follow up with media partners and implement GEW media strategy
- Assist in the logistics of organizing Bader events during GEW

Profil recherché / Requirements

- Excellent organizing and planning skills
- Excellent time management and operational skills
- Active on social media
- Languages: Fluent in English and Arabic
- Experience: Fresh Graduate
- Period: September-November