

Dear ,

If you are interested in the below Job Offer, you are kindly asked to send your updated CV to the NDU Placement Office E: [placement@ndu.edu.lb](mailto:placement@ndu.edu.lb) and to mention the Job Reference Number.

Only NDU students can apply to the following Job.

<b>Job Reference #</b> (Office Use)	20-01-2012-12	
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Applicant Requirements					
<b>Gender</b>	<input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> Male			
<b>Age</b>	Above 21 years old				
<b>Standing</b>	<input checked="" type="checkbox"/> Graduate	<input checked="" type="checkbox"/> Fresh Graduate	<input type="checkbox"/> Undergraduate		
<b>Degree</b>	<input checked="" type="checkbox"/> Bachelor	<input checked="" type="checkbox"/> Master	<input type="checkbox"/> Doctoral Degree		
<b>Major / Emphasis</b>	Sales, Marketing, Business				
<b>Years of Experience</b>					
<b>Skills</b>	<b>Language Skills</b>	<input checked="" type="checkbox"/> English	<input type="checkbox"/> French	<input checked="" type="checkbox"/> Arabic	<input type="checkbox"/> Other _____.
	<b>Computer Skills</b>	Microsoft Word, Outlook, and Excel			
	<b>Other Skills</b>	Good communication skills, presentable, motivated			

Job Vacancy Details		
<b>Application Deadline</b>		
<b>Job Type</b>	<input checked="" type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Summer Job
<b>Job Description</b>	<b>Position / Title</b>	Sales Agent
	<b>Salary</b> (Optional)	
	<b>Responsibilities</b>	
	<ul style="list-style-type: none"> <li>- Looking for properties, arranging proper paperwork and photos</li> <li>- Contact with sellers and prospective buyers, monitoring sales</li> <li>- Marketing properties for sale</li> <li>- Negotiate and advise between sellers and buyers</li> <li>- Be aware of the local market price trend</li> </ul>	

	<ul style="list-style-type: none"> <li>- Coordinate with Sales Manager and Executive Assistant</li> <li>- Provide a daily report</li> </ul>	
<b>Job Location</b>	<b>City</b>	Zalka
	<b>Country</b>	Lebanon
<b>Working Days</b>	Monday-Friday	
<b>Working Hours</b>	9am – 6pm	

<b>Additional Comments / Information</b>	Required to have a car, laptop, and camera

### Contact Us

Layal Nehme Matar • Placement Officer • Notre Dame University • T: 09/208081 •

F: 09/225163

E-Mail: [Placement@ndu.edu.lb](mailto:Placement@ndu.edu.lb)