

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)	23-01-2012-9	
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Applicant Requirements		
<b>Gender</b>	<input checked="" type="radio"/> Female <input type="checkbox"/> Male	
<b>Age</b>	25 – 35 YRS	
<b>Standing</b>	<input checked="" type="radio"/> Graduate <input type="checkbox"/> Fresh Graduate <input type="checkbox"/> Undergraduate	
<b>Degree</b>	<input checked="" type="radio"/> Bachelor Degree <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	
<b>Major / Emphasis</b>	MARKETING	
<b>Years of Experience</b>	MINIMUM 3 YEARS OF EXPERIENCE	
<b>Skills</b>	<b>Language Skills</b>	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Arabic <input type="checkbox"/> Other
	<b>Computer Skills</b>	MICROSOFT
	<b>Other Skills</b>	

Job Vacancy Details		
<b>Application Deadline</b>	JANUARY 31 <sup>ST</sup> , 2012	
<b>Job Type</b>	<input type="radio"/> Full Time Job <input type="checkbox"/> Part Time <input type="checkbox"/> Summer	
<b>Job Description</b>	<b>Position / Title</b>	PROJECT MANAGER
	<b>Salary</b> (Optional)	
	<b>Responsibilities</b>	
	1. Participate in marketing review meetings with CEO on a monthly basis or	

	<p>as required.</p> <p>2. Recommend improvement projects when necessary. Develop, review, approve and implement procedures, instructions, policies, goals and objectives.</p> <p>3. Develop new and innovative marketing methods.</p> <p>4. In charge of implementing all marketing surveys in coordination with General Manager.</p> <p>5. In charge of the preparation and illustrations of all analysis based on surveys and studies.</p> <p>6. Review and present to GM / client on a bi-monthly basis feedback on the effectiveness and efficiency of the performance of your work.</p> <p>7. Identify, develop and implement, the support processes required that influence the suitability, effectiveness and efficiency of your work.</p> <p>8. Create, implement and monitor marketing and PR plans when necessary.</p> <p>9. Responsible for reporting all outcome, results and feedbacks (positive or Negative) to upper management or any third party directed through the upper management.</p>	
<b>Job Location</b>	<b>City</b>	
	<b>Country</b>	LEBANON
<b>Working Days</b>	MONDAY TO FRIDAY	
<b>Working Hours</b>	9 – 18	

<b>Additional Comments / Information</b>	

**Contact Us**

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