

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 and to mention the Job Reference Number.

Only NDU students can apply to the following Job.

Job Reference # (Office Use)	27-1-2010-5
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Applicant Requirements	
Gender	<input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
Age	22-28
Standing	<input checked="" type="checkbox"/> Graduate <input checked="" type="checkbox"/> Fresh Graduate <input type="checkbox"/> Undergraduate
Degree	<input checked="" type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral Degree
Major / Emphasis	Business, marketing
Years of Experience	0-2
Skills	Language Skills <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French <input checked="" type="checkbox"/> Arabic <input type="checkbox"/> Other _____
	Computer Skills Word, excel, PowerPoint, internet
	Other Skills

Job Vacancy Details	
Application Deadline	1 month
Job Type	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Job
Job Description	Position / Title Sales & Marketing coordinator
	Salary (Optional)
	Responsibilities
	<ol style="list-style-type: none"> 1. To prepare the marketing plan in collaboration with the Unit Manager, 2. Gather and contribute information about actual and potential clients; 3. To collect data on competition/marketing intelligence. 4. Generate sales by presenting exciting new products,

	promotions and services; 5. Support existing accounts with superior customer service; 6. Check quantities of merchandise on display; 7. Act as a contact between a company and its existing and potential markets; 8. Maintain and develop relationships with existing customers via meetings, telephone calls and emails; 9. Develop new clients; 10. Maintain updated customer record; 11. Keep records of visits and sales; 12. Take, progress and monitor orders;	
Job Location	City	Dekwaneh
	Country	Lebanon
Working Days	5 days/week	
Working Hours	8:00 - 5:30	

Contact Us

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