

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)	29-1-2010-1
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Applicant Requirements	
Gender	<input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
Age	20 and above
Standing	<input 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	<ul style="list-style-type: none"> • Business or equivalent.
Years of Experience	0 to 2 years of experience (Preparing Sales and Purchase Orders)
Skills	Language Skills <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input checked="" type="checkbox"/> Arabic <input type="checkbox"/> Other _____
	Computer Skills Microsoft office package
	Other Skills <ul style="list-style-type: none"> • Good verbal and written communication skills • Ability to analyze and solve problems • Good Negotiators with clients over the phone. • Ability to operate comfortably in high stress situations. • Ability to cope under stress and pressure

Job Vacancy Details	
Application Deadline	15 February 2010
Job Type	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Job
Job Description	Position / Title Assistant sales – sales department
	Salary (Optional) Depend on experience and Knowledge, Skills, and

		Ability
	Responsibilities	
	Main Responsibilities	
	<ul style="list-style-type: none"> ➤ verification of product availability before issuing the offer ➤ Preparation of regular offers for sales team to be approved by the sales Manager ➤ Sending offer immediate to clients after approval ➤ Preparing and printing sales figures on daily, weekly, monthly, yearly basis ➤ Inquiring about sold product delivery ➤ Delivery notification list per day to sales Manager and related salesmen ➤ Correspondence and other Administrative Tasks 	
Job Location	City	Beirut – Down Town
	Country	Lebanon
Working Days	FROM MONDAY TILL FRIDAY	
Working Hours	FROM 08:00AM TILL 05:30PM	

Contact Us

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