

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)	3-2-2010-3	
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Applicant Requirements		
Gender	<input checked="" type="checkbox"/> Female (<i>preferable, since Layalina is a women oriented Magazine</i>) <input type="checkbox"/> Male	
Age	Between 22 and 24 years old	
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	Advertising and Marketing or a similar field	
Years of Experience	0-2 years	
Skills	Language Skills	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Arabic <input checked="" type="checkbox"/> French (<i>is a plus</i>)
	Computer Skills	Knowledge of Microsoft Office: Outlook, Word, PowerPoint, and Excel.
	Other Skills	- Excellent communication, interpersonal and negotiation skills; - Strong time management and organizational skills; - Ability to handle multiple tasks and assignments;

Job Vacancy Details		
Application Deadline	01-04-2010	
Job Type	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Job	
Job Description	Position / Title	Advertising Sales Executive
	Salary (Optional)	Basic Salary: LBP 1,125,000 – LBP 1,350,000 + Transportation: LBP 8,000 per working day + High Commission of Sales + NSSF
	Responsibilities	

	<p>Job Objective: Promote, market and sell <u>advertising space</u> in Layalina Magazine to key clients and media agencies.</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> • Work on achieving the set sales target; • Handle several accounts of direct clients and through media agencies. • Make proper presentation of the media he/she represents and accomplish all required activities of follow up to closing sales deals; • Make proper after sales follow up and make sure the client is satisfied of the service; • Work on increasing his/her number of clients by targeting new sectors and contacting new and potential clients; • Submit daily required reports on conducted client visits; • Establish a friendly and professional relationship with clients. 	
Job Location	City	Sin-EI-Fil
	Country	Lebanon
Working Days	Monday to Friday	
Working Hours	9h00 a.m. till 6h00 p.m (including 1 hour lunch break)	

Contact Us

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