JOB VACANCY FORM

X Full-time □ Part-time □ Summer-Job □ Internship

Job Title: Account Executive

Application Deadline: August 31, 2013

Reference Number: FSED-30

Company Description

NAME OF FIRM/INSTITUTION: Food & Drug Corporation SAL

TYPE: X Local □ Regional □ Multinational

INDUSTRIAL SECTOR: Import and Distribution

BRIEF FIRM PROFILE/DESCRIPTION:

In the year 2000, FDC (Food & Drug Corporation) was established for the import, marketing and distribution of fast moving consumer goods (FMCG) and pharmaceuticals in Lebanon. FDC is the consolidation result of 2 major companies, Pharmabel which has been in the sales and distribution of pharmaceuticals and para-pharmaceuticals since 1974, and Marketing Services, a major player in the FMCG market since 1979.

Thanks to its professional organization, advanced internal processes and growth, FDC is considered to be among the top FMCG importers in Lebanon, and ranks as the 6th biggest advertiser in Lebanon (ArabAd Magazine, March 2003).

FIRM WEBSITE: www.fdc.com.lb

Job Description

1. BRIEF JOB DESCRIPTION:

- Maintain the interest of the company as a priority, and insure extreme integrity and honesty in dealing with customers, colleagues, and superiors.
• Achieve targets (Sales and Collection) as set with the unit head and the sales manager in accordance with the company’s annual sales plan.
• Conduct calls on potential customers to promote the sales of company products.
• Conduct calls on current customers to promote the relationship and additional sales of products as well as collection of due payments within company credit policy.
• Relay the image of the company in the best way by advising customers on the best products that satisfy their needs in terms of range as well as stock level.
• Supervise the Merchandisers to manage the product at the outlets to increase consumer off take: proper presentation in terms of quality, expiry dates, and display.
• Share with colleagues, market information and experiences necessary to promote group success.
• Have a thorough up-to-date knowledge of all the products within the target portfolio.
• Have a thorough and up-to-date knowledge of competitive products and activities in the market.
• Strictly adhere to the company operational policies and regulations while performing the tasks: Such as HR policies (working hours/No less than 80% of the time in the field, leave the office no later than 9:30 am, general appearance and dress code), Finance policies, meetings, and reporting.
• Strictly adhere to the company’s sales policies and regulations: invoicing and order transfer on daily basis, follow up on order delivery, and returned product.
• Provide the supervisor with a daily call-report indicating activities, results, follow up actions, and comments. This report must be delivered at the end of every working day.
• Undertakes any other duties assigned by his direct superior.

JOB LOCATION(S):
City: Beirut – Verdun Country: Lebanon

DEGREE:
X Bachelor □ Master □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: Education: At least Bacc, or University Student.

WORK EXPERIENCE: At least 3 years of minimum relevant experience.

SKILLS:
Languages Skills: X English X Arabic □ French Other: French is a plus

Computer Skills:
• Computer literacy: MS Windows applications.

Other Skills:
• Negotiating, marketing and business development skills

SALARY
Basic Salary Range:

Other benefits include: Life Insurance
□ Accommodation X Health Insurance □ Return Ticket X Bonus
WORKING DAYS: MONDAY TO FRIDAY

WORKING HOURS: MONDAY FROM 8:00AM TILL 6:00PM
TUESDAY TO FRIDAY FROM 8:00AM TILL 5:00PM

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: FSED-30

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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The job vacancies are for AUB students and alumni ONLY.