

Project Coordinator – OMT

The pioneer provider of financial services with a leading market position in Lebanon.

Location: Badaro, Lebanon

Major: Bachelor's degree in Computer Science, Computer Engineering, Business Administration, or any related field

Experience: 2 – 3 years of experience in project management and quality assurance

Major Requirements:

- Assists in the definition of project scope and objectives, involving all relevant stakeholders
- Develops detailed project plans to monitor and track progress
- Coordinates with internal resources and third parties/vendors for projects execution
- Ensures that all projects are delivered as per the initial requirements and expectations of the respective stakeholders
- Manages changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Measures project performance using appropriate tools and techniques
- Reports and escalates to management as needed
- Assesses project risks and identifies ways to mitigate these risks
- Creates and maintains comprehensive project documentation

Additional Requirements:

- Proficiency in Microsoft Office Suite and project management software
- Experience with Agile/Scrum methodologies is desirable

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802