

Project Coordinator

A fast-growing offshore construction company.

Location: Kaslik, Lebanon

Working Hours: from 4:00 p.m. until 1:00 a.m.

Major: degree in Business Administration, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Coordinate and schedule construction-related appointments using phone and email
- Serve as the primary point of contact between the company and the client's representative
- Provide timely updates on project progress to all parties involved
- Gather construction project specifications, inquiries, and requirements, and develop an action plan accordingly
- Develop and prepare proposals
- Offer technical solutions to project challenges
- Cultivate and maintain strong relationships among all parties involved in each project
- Follow client instructions meticulously and meet project deadlines

Additional Requirements:

- Proficiency in the English language
- Proficient in computer skills and adept at conducting research
- Technical knowledge in the construction industry is highly advantageous

How to Apply:

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