

Operations & Quality Control Coordinator– OMT

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

Location: Beirut, Lebanon

Major: Bachelor's degree in Business Administration, Management, or any related field

Experience: 3 - 4 years of experience

Major Responsibilities:

- Implements quality assurance policies, procedures, and standards; develops and implements quality control audit plans
- Conducts regular quality audits and ensures compliance with international standards such as ISO
- Analyzes operational data to identify areas for improvement and leads initiatives to enhance service delivery
- Provides training, guidance, and support to staff on quality standards and best practices when necessary
- Addresses non-conformance issues, implements corrective actions, and monitors their effectiveness
- Assists in developing project plans, timelines, and budgets for operational initiatives
- Coordinates with internal teams and external stakeholders to ensure project deliverables are met
- Tracks project progress, maintains comprehensive documentation, and communicates status updates to Direct Manager
- Organizes and facilitates project meetings, documenting decisions, and following up on action items

Additional Requirements:

- Familiarity with quality management systems and standards (e.g., ISO)
- Knowledge of project management tools and methodologies (e.g., Agile, Waterfall)
- Strong organizational, analytical, communication, and multitasking skills
- Demonstrated experience in quality control/assurance and project coordination, preferably within the financial services or fintech industries
- Familiarity with quality management systems and standards (e.g., ISO)

How to Apply:

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