

Project Coordinator

For a company in the USA

Location: Kaslik

Major: degree in Business Administration, Management, Civil Engineering, 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, E-mail: career.services@balamand.edu.lb;
Ext. 7801; 7802