Construction Coordinator & Strategy and Business insights Coordinator

– McDonald's

A world's leading global food service retailer with over 37,000 locations in over 100 countries.

Location: Beirut

1- **Construction Coordinator**

Major: degree in Civil Engineering, Architectural Studies, or any related field

Experience: 2-3 years of relevant experience in construction, renovation, maintenance, site coordination and contractor coordination

Major Responsibilities:

- Conduct frequent site inspections and supervise contractors to ensure that works are executed in accordance with approved drawings, specifications, scope of work, quality requirements, and agreed project schedules especially before recommending completion or closure.
- Monitor workmanship, materials, site progress, and executed quantities to ensure compliance with project requirements.
- Support the preparation and verification of Bills of Quantities (BOQs), quantity take-offs, measurements, and contractor progress claims.
- Identify construction issues, discrepancies, design/site coordination conflicts, and potential delays at an early stage, and coordinate with contractors and the development team to facilitate timely resolution.
- Support the Supervisor with maintenance tickets once work moves into the execution phase and provide technical site follow-up and coordination where required.
- Maintain accurate and organized site records, including inspection reports, photographs, measurements, progress records, and relevant technical documentation.
- Ensure that any proposed design change, additional cost, variation, or major technical decision is reported to the HOD for review and approval before proceeding.
- Coordinate effectively with contractors, consultants, the development team, and other relevant stakeholders to ensure smooth project execution and timely resolution of site matters.

Additional Requirements:

- Good understanding of construction methods, materials, drawings, specifications, and quality standards.
- Ability to read and interpret architectural, structural, and construction drawings.
- Experience with quantity take-offs, BOQs, measurements, and verification of contractor progress claims.
- Familiarity with construction schedules, project progress monitoring, snagging, testing, and handover procedures.
- Willingness to conduct frequent site visits and work according to project requirements and schedules.

2- **Strategy and Business insights Coordinator**

Major: degree in Business Administration, Marketing, or any related field

Working Hours: 9:00 a.m. till 5:00 p.m.

Experience: 2-4 years of experience in consumer insight, market research, or marketing support role

Major Responsibilities:

- Assist in planning, coordinating, and tracking business research projects.
- Liaise with research agencies and internal stakeholders to ensure timely and high-quality project delivery.
- Support execution of surveys, focus groups, shopper studies, and trend analyses.
- Maintain databases, dashboards, and knowledge repositories for consumer and market data.
- Organize and consolidate insights from various sources (e.g., product mix, software tools, official resources, social listening, store visits, etc....).
- Prepare regular and ad-hoc insight reports, presentations, and summary decks.
- Work closely with all stakeholders (operations, brand extension leads, etc...) to understand business needs and deliver relevant insights.
- Coordinate internal meetings to share findings and drive alignment.
- Manage project timelines, budgets, and documentation.
- Track and control marketing budget.

How to Apply:

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