

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-910-2022
Company Name	Shareq NGO
Industry	
Vacancy	Project Coordinator
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full-time Monday to Friday (8.30 AM - 5.30 PM) Part-time Monday to Friday (8:30 AM – 3:00 PM)
Major(s)	Business Administration, Management.
Degree	Bachelor's Degree
Years of Experience	3 years
Location	Aintoura, Keserwan
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	Fresh \$+ Transportation
Tasks & Responsibilities	<ul style="list-style-type: none"> • Coordinate project management activities • Liaise with clients to identify and define requirements, scope, and objectives • Make sure that client's needs are met as projects evolve • Analyze risks and opportunities • Monitor project progress and handle any issues that arise • Establish new accounts by planning and organizing a daily work schedule to contact potential client • Analyze the market's potential • Achieve project targets and outcomes within the schedule • Establishing and maintaining effective relationships with customers via email phone and in person • Understand the project process and identify ways of supporting and improving it

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- Coordinate cross-function teams to resolve customer issues
- Document internal and external reports.
- Proficiency in MS Office.
- Excellent written and verbal communication skills in the English language.