

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-296-2022
Company Name	Fattal Group Holding
Industry	Sales and Distribution
Vacancy	Junior Project Coordinator
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full time job (not remotely)
Major(s)	Computer engineer (CCE)
Degree	Bachelor or Master degree
Years of Experience	0-1
Location	Beirut, Maten, Sin el fil
Remuneration & Benefits	Based on candidate and position
Currency (LBP, Dollar, Lollar)	Part LBP / Part Fresh USD
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Communicate with clients, provide documents info</li> <li>• Communicate with internal team on task due dates and deliver</li> <li>• Support internal issues, follow up on projects and manage/prepare soft and hard business documents</li> </ul>