

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-297-2021
Company Name	SetOut
Industry	Education
Vacancy	Operations Coordinator
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Humanities
Degree	Bachelor's
Years of Experience	1-3
Location	Antelias, Lebanon
Remuneration & Benefits	NSSF
Tasks & Responsibilities	<ul style="list-style-type: none"> • Work closely with clients and instructors to make sure that the client's learning experience is very smooth. • Set up classes (schedules, online accounts, etc.) and keep track of attendance and homework records. • Administer evaluations and make sure that SetOut gets timely and accurate feedback from learners after classes to improve the operations and the quality of teaching. • Perform front desk duties, including answering phone calls, taking care of supplies in the office, ordering books and material, and taking registrations.