

The "Professional Training Center" of Saint Joseph University

in Beirut is looking to recruit an

" Administrative Coordinator "

Key responsibilities:

- Interacts with trainers to collect training content and learning outcomes.
- Drafts contracts for trainers and ensures signatures and required documents.
- Interacts with various members to ensure the logistics and smooth running of the concerned trainings.
- Ensures the smooth running of all training sessions and intervenes, as needed, to resolve any unforeseen circumstances.
- Prepares project budgets and financial reports.
- Manages the information system: pricing, purchase files, invoices, etc.

Requirements:

- Masters degree
- Field of study: Finance or Management
- Years of experience: 4

Skills and / or competencies:

- Excellent command of English and French
- Good computer and finance skills

Interested candidates should contact the Human Resources Department by sending their CV to the following email address: recrutement@usj.edu.lb with reference "CFP - 070".

**N.B.* *Deadline for applications: December 16th, 2022*