

HR & Admin Executive

An international young company

Major: degree in Business Administrator, or any related field.

Experience: 3-5 years of experience.

Major Responsibilities:

- Administrative and all office management tasks.
- Implement HR policies and procedures & set yearly HR plans.
- Handle Training, Compensation, Recruitment and Development of employees.

How to Apply:

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