

HR Administrator- Mike Sport

Mike Sport is the “one stop shop” for all your sporting goods and equipment

Location: Zalka

Working Hours: Monday until Friday, from 9:00 a.m. until 6:00 p.m.

Major: degree in Business Administration, Human Resources Management, or any related field

Experience: 1-2 years

Major Responsibilities:

- Maintain & update a proper HR Database Management.
- Combine and summarize HR data, as well as draft various documents in order to support specific HR activities.
- Review incoming mail/calls and redirect them accordingly.
- Receive, control and process employee’s weekly schedules.
- Handle the on-boarding & off-boarding cycles of all employees, and communicate their employment status with concerned parties.
- Receive, control and process al type of leaves.
- Check annual and sick leave entitlements and balance for each employee, ensure annual leaves are cleared within timelines set by company policy.
- Ensure delivery of accurate reports upon request, such as Employment Certificates, Attestations & Warning Letters.

How to Apply:

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