

HR Professional and Administrative and Personal Support- Batec Group

One of the largest and full line fabricator and supplier of Gypsum powder and Gypsum boards products

1- HR Professional

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

Experience: 5-8 years of experience in HR, focusing on recruitment and talent acquisition

Major Responsibilities:

- Focus on recruitment and talent acquisition
- Play a crucial role in supporting the HR department, ensuring efficient HR operations, and contributing to a positive workplace culture

Additional Requirements:

- Proven record of accomplishment in managing the full recruitment cycle.
- Preference for Keserwan, Jbeil area candidates

2- Administrative and Personal Support to the Chairman

Major: degree in Business Administration, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Play a vital part in ensuring the Chairman's day-to-day operations run smoothly and efficiently, allowing them to focus on strategic initiatives
- Coordinate the work of the chairman's office and senior management team and is responsible for the overall management of the chairman's office
- Manage the daily activities of the office and liaise with all external clients
- Ensure professional level of service and support

Additional Requirements:

- Ability to travel occasionally, as required.
- Preference for Keserwan, Jbeil area candidates

How to Apply:

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