

## **HR Specialist**

*A reliable on-demand delivery tech platform that allows customers to deliver anything from anywhere right to their doorstep*

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

Experience: 2 – 4 years as HR generalist

Major Responsibilities:

- Develop and implement recruiting strategies
- Set and monitor recruitment goals
- Manage recordkeeping and administrative duties
- Screen applicants and work with hiring managers
- Build and maintain a talent pipeline
- Stay updated on HR trends and best practices

Additional Requirement:

- Expertise in social media sourcing and LinkedIn
- Familiarity with applicant tracking systems
- Strong communication and interpersonal skills

How to Apply:

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