

Senior HR Specialist- Supervisor

For a pharmaceutical products Company

Location: Beirut

Working Days and Hours: Monday until Friday, from 8:00 a.m. until 5:00 p.m.

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

Experience: 5 -7 years of relevant work experience in various HR Functions

Major Responsibilities:

- Manage personnel records, & data (vacations, absences, leaves, employee records).
- Manage and send daily attendance for directors.
- Master all aspects of candidate acquisition through various channels and social media.
- Manage the recruitment and selection process.
- Collaborate with Line managers to compile a consistent list of talent needs.
- Onboard all new joiners, manage job descriptions, and organizational charts, ensure the company is under policies and procedures, reference checks, and arrange the training and induction plan for new joiners well in advance.
- Manage payroll process data.
- Prepare and audit all attestations.
- Run Joiners and Leavers procedures.
- Audit and manage schooling files, liters plus, and medical insurance reports.
- Manage performance appraisal and implementation of KPIs.

Salary: \$1600-2000

How to Apply:

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