

Senior Talent Acquisition Specialist- TotalCare

Total Care Lebanon S.A.L. is a leading Third Party Administrator (TPA), providing comprehensive Health Benefits Management services in the Lebanese healthcare arena

Location: Rabieh

Working Days and Hours: Monday until Friday; from 12:00 p.m. until 8:00 p.m.

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

Experience 3-5 years of experience

Major Responsibilities:

- Managing the full recruitment life cycle, from posting to onboarding
- Ensuring a positive candidate experience
- Building strong relationships with hiring managers and candidates

Additional Requirements:

- Proficiency in using social media and professional networks for recruitment
- Excellent English proficiency

How to Apply:

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