

## **HR and Admin Officer – Tech Store Group**

*A go-to place in Lebanon for professional solution products, proudly supporting over 1000 local system integrators across the country.*

Location: Tripoli, Lebanon

Working Hours: Monday until Friday from 8:00 a.m. to 5:00 p.m. Saturday from 08:00 a.m. to 2:00 p.m.

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

Experience: 3 – 6 years of experience in human resources and administrative work.

### Major Responsibilities:

- Assist in the recruitment processes, including job postings, screening, interviewing, and onboarding.
- Assist HR and admin team in the liaison between employees and management, addressing concerns and resolving conflicts.
- Assist in the implementation of performance appraisal systems, tracking employee performance, and providing feedback.
- Assist the HR and Admin Manager in developing and enforcing HR policies and procedures in line with organizational goals and legal requirements.
- Maintain in collaboration with the HR officer accurate records of employee information, attendance, and other HR-related documents.
- Ensure compliance with labor laws, health and safety regulations, and internal company policies.
- Assist in the organization of internal company events, meetings, and staff engagements.

### Additional Requirements:

- Strong knowledge of HR best practices, labor laws, and compliance requirements.
- Ability to handle sensitive information confidentially.
- Proficiency in Microsoft Office Suite.

### 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