HR Generalist and Software Developer– JobDiva

An established, growing, and cutting-edge technology firm based in the United States

Location: Koura, North Lebanon

1- HR Generalist:

Working Hours: night shift

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

Experience: 0- 3 years

Major Responsibilities:

- Enter Unemployment Insurance Claims in the HAMLET system
- Run JD Reports for ACA medical benefits when an employee is terminated, send a UI email and process the termination record
- Daily verification of employment (via email, phone calls, or fax)
- Assign new hires to mandatory COVID-19 and Sexual Harassment Trainings
- Enroll employees in Commuter Benefits (on Health Equity portal)
- Maintain comprehensive and accurate reports on various activities, such as employee harassment and COVID-19 training
- Communicate employee VISA expiration dates
- Maintain a report to ensure all employees are employment authorized and have processed their benefits
- Maintain accurate employee records and HR documentation
- Review Start Sheets

2- Software Engineer:

Major: degree in Computer Science, Computer Engineering, or any related field. Masters is highly preferred.

Experience: fresh graduates are accepted.

Additional Requirements:

- High GPA
- Skills/Technologies/Platforms: Java, J2EE, JSP, React, Next, JavaScript, CSS, HTML, SQL, DBMS, Python, Flutter, Node.js, Spring Boot, Spring Cloud, among others

How to Apply:

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