

## **HR Manager – La Siesta Beach Resort**

*Provides accommodations with a seasonal outdoor swimming pool, private parking, a garden and a terrace.*

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

Experience: 5 – 7 years of HR management experience

### Major Responsibilities:

- Oversee and streamline HR processes
- Manage end-to-end payroll processes
- Stay updated on payroll regulations and compliance
- Ensure accurate and timely salary disbursements
- Ensure compliance with NSSF procedures & regulations
- Foster a positive and inclusive work environment
- Assist in recruitment processes
- Manage employee onboarding
- Administer HR policies and procedures
- Support employee relations and engagement
- Coordinate training and development initiatives

### Additional Information:

- Proven experience in HR functions
- Ability to thrive in a fast-paced environment
- Proactive and detail-oriented
- Hospitality industry experience a plus.
- 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