



## HR Manager

<b>Position / Title</b>	HR Manager
<b>Commitment</b>	Full Time
<b>Degree</b>	Bachelor degree, Masters is a plus
<b>Major / Emphasis</b>	Human Resources
<b>Years of Experience</b>	5+ years of relevant experience
<b>Skills</b>	<b>Languages</b> English Arabic French is a plus
	<b>Other Skills:</b> <ul style="list-style-type: none"><li>▪ Deep understanding of Labor Law and employment equity regulations</li><li>▪ Efficient HR administration and people management skills</li><li>▪ Excellent record keeping skills</li><li>▪ Fantastic knowledge of HR functions and best practices</li><li>▪ Excellent written and verbal communication skills</li><li>▪ Works comfortably under pressure and meets tight deadlines</li><li>▪ Superb computer literacy with capability in email, MS Office and related HR software</li><li>▪ Remarkable organizational and conflict management skills</li><li>▪ Strong decision-making and problem solving skills</li><li>▪ Meticulous attention to detail</li></ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Assist with all internal and External HR related matters</li><li>▪ Participate in developing organizational guidelines and procedures</li><li>▪ Recommend strategies to motivate employees</li><li>▪ Assist with the recruitment process by identifying candidates, conducting reference checks and issuing employment contracts</li><li>▪ Investigate complaints brought forward by employees</li></ul>



## HR Manager

- Coordinate employee development plans and performance management
- Perform orientations and update records of new staff
- Manage the orientation's employee database and prepare reports
- Produce and submit reports on general HR activity
- Assist with budget monitoring and payroll
- Keep up-to-date with the latest HR trends and best practice

**Country** Lebanon

**Working Days:** Monday till Friday

**Working Hours:** 8:00-17:00 or 9:00-18:00