

JOB POSTING REQUEST FORM

JOB DETAILS

Reference #	CC-893-2022
Company Name	TotalCare Hulen
Industry	Health Care sector
Vacancy	People & Culture Specialist
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	English Literature-HR-Bus Management
Degree	Bachelors
Years of Experience	Fresh grads
Location	Rabieh
Remuneration & Benefits	TBD
Currency (LBP, Dollar, Lollar)	USD
Tasks & Responsibilities	<ul style="list-style-type: none"> Assisting the concerned party in organizing and scheduling CedarFort (TotalCare's internal university) Preparing reports related to payroll, timeclock and others Coordinating with the students on classes, schedule, content and needs for CedarFort's sessions