

Dear ,

If you are interested in the below Job Offer, you are kindly asked to send your updated CV to the NDU Placement Office E: [placement@ndu.edu.lb](mailto:placement@ndu.edu.lb) and to mention the Job Reference Number.

Only NDU students can apply to the following Job.

<b>Job Reference #</b> (Office Use)	4-2-2010-3
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Applicant Requirements	
<b>Gender</b>	<input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Male
<b>Age</b>	
<b>Standing</b>	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Fresh Graduate <input type="checkbox"/> Undergraduate
<b>Degree</b>	<input checked="" type="checkbox"/> Bachelor <input checked="" type="checkbox"/> Master <input type="checkbox"/> Doctoral Degree
<b>Major / Emphasis</b>	HR Management
<b>Years of Experience</b>	0 - 2
<b>Skills</b>	<b>Language Skills</b> <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French <input checked="" type="checkbox"/> Arabic <input type="checkbox"/> Other _____
	<b>Computer Skills</b> Required
	<b>Other Skills</b> Good Communication Skills/ Creativity

Job Vacancy Details	
<b>Application Deadline</b>	
<b>Job Type</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Job
<b>Job Description</b>	<b>Position / Title</b> HR Assistant/ Training and development maintenance head of department
	<b>Salary</b> (Optional)
	<b>Responsibilities</b>
<b>Job Location</b>	<b>City</b> Beirut

	<b>Country</b>	Lebanon
<b>Working Days</b>	5 day/week	
<b>Working Hours</b>	42.5 hrs/week	

### **Contact Us**

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