

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-767-2022
Company Name	SABIS®
Industry	Educational Services
Vacancy	Talent Acquisition Coordinator
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	1 full-time
Major(s)	Human Resources
Degree	Bachelor
Years of Experience	0-2 years
Location	Adma Kesrouan
Remuneration & Benefits	Insurance / NSSF
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Posting and managing vacancies on the SABIS® Careers website, LinkedIn, and other social media platforms, in addition to sourcing potential candidates in a timely and efficient manner to keep the vacancies relevant and in line with the SABIS® regulations and processes. • Assisting with the recruitment and interview process as requested by the Senior Talent Acquisition Manager. • Communicating and coordinating with candidates and hiring managers to schedule interviews. • Liaising with local universities to source candidates and participate in job fairs. • Entering data and performing other administrative tasks to ensure an effective talent acquisition process according to the SABIS® Network's policies and procedures. • Preparing a weekly recruitment update report and updating the HQ Manpower Planning and HQ Headcount forms on a monthly basis. • Handling new hire paperwork.

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- Conducting reference checks for new applicants.
- Assisting with new hire logistics and onboarding to ensure a smooth first day at work for new employees.
- Performing other related tasks as they arise and as delegated by the Management