

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-199-2022
Company Name	Banque BEMO sal
Industry	Banking
Vacancy	Compensation & Benefits
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Permanent
Major(s)	Business Administration, Finance, HRM
Degree	Bachelor degree is a must, MBA is a plus
Years of Experience	3 to 5 years
Location	Achrafieh – Sassine
Remuneration & Benefits	To be discussed during interview
Currency (LBP, Dollar, Lollar)	To be discussed during interview
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>Assist in the execution of all C&amp;B activities and personnel administration including but not limited to: reporting, statistics, insurance, NSSF, MOF, personnel files, staff loans, and others.</li> <li>Assist in processing the compensation program including: salaries, allowances, bonuses, medical invoices and indemnities for existing, new recruits and resigning staff</li> </ul>