

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-235-2021
Company Name	Chedid Capital Holding
Industry	Insurance and Reinsurance
Vacancy	HR Intern
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Internship
Major(s)	Human Resources Management
Degree	BA
Years of Experience	0-2
Location	Baabda, Lebanon
Remuneration & Benefits	1,365,000 lbp
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Schedule and confirm interviews with applicants</li> <li>• Log all interviews on tracking sheet</li> <li>• Create resume database on Sharepoint in coordination with IT</li> <li>• Update our internal database by sending emails to existing applicants to renew their resume</li> <li>• Screen resumes and discuss them with the Senior Specialist for approval</li> <li>• Post, update and remove job ads from job boards, careers pages and social networks</li> <li>• Cheque on employee documents and report on missing ones</li> <li>• Send rejection letter emails to candidates who were not accepted for the role</li> </ul>