

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-271-2021
Company Name	Management Solutions Experts (MSE)
Industry	Management Consultancy
Vacancy	Human Resources Officer
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Business Administration / Human Resources
Degree	BE (ME is a plus)
Years of Experience	Business Analysts: 1-2 years experience in Human Resources
Location	Based out of Beirut, Riyadh, and Dubai
Application Deadline	-
Remuneration & Benefits	TBD
Tasks & Responsibilities	<ul style="list-style-type: none"> - Support the development and implementation of HR strategy and initiative - Support in internal HR projects execution tasks in order to deliver high quality and on time assignments - Support in training activities: supplier search and training registration to enhance employee performance - Support in performance management activities: preparing questionnaires, reports and collection of feedback to support decision making - Execute and implement effective onboarding plans to ensure smooth induction