

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-327-2022
Company Name	Purple Martin
Industry	Food industry
Vacancy	HR officer
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full-time
Major(s)	Business and management
Degree	Bachelor
Years of Experience	3-4 years
Location	Metn area
Remuneration & Benefits	NSSF + legal annual leaves
Currency (LBP, Dollar, Lollar)	N/A
Tasks & Responsibilities	<ul style="list-style-type: none"> • Control the employee's daily attendance and leave. • Coordinate the overall recruitment cycle, including onboarding staff. • Manage and update employee's files regularly. • Assist in performance management and employee evaluation. • Organize training and development programs. • Negotiate salaries, contracts and working conditions with staff. • Administer payroll and employee remuneration. • Ensure that all legal related documents are filled • Follow up on NSSF and income taxes reporting.