

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-37-2021
Company Name	Pikasso
Industry	Media / Advertising
Vacancy	Sr. HR Coordinator
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full Time
Major(s)	Human Ressources
Degree	Bachelor or Master
Years of Experience	Minimum 5 Years
Location	Beirut
Remuneration & Benefits	Not listed
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Perform HR operational activities, recruitment &amp; selection, Compensation and Benefits, learning and development and employee relations.</li> <li>• Control and maintain employee files and perform personnel management tasks including: Annual vacations, Verification of General Attendance and NSSF etc.</li> <li>• Fluent in English French Arabic</li> <li>• Sound knowledge of payroll principles, Labor Law and NSSF regulations.</li> </ul>