

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-44-2021
Company Name	Areeba
Industry	Financial Technology Company
Vacancy	Head of Human Resources and Administration
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )*	Full Time
Major	Human Resources or Organizational Psychology
Years of Experience	Minimum 7-10 years of HR and Admin experience across a range of competencies.
Education	Bachelor's degree required, master's degree preferred, in a related field such as Human Resources or Organizational Psychology
Location	Beirut – Down Town – Omar Daouk Street – M1 Bldg.
Remuneration & Benefits	
Tasks & Responsibilities	<p><b>ABOUT THE JOB</b></p> <p>areeba seeks a Head of HR &amp; Admin who will serve as a key business partner and peer to the management team in leading and creating initiatives, systems, and best practices to recruit, develop, and train a diverse and high-performing workforce and who will build an organizational culture that supports advancement of our mission and strategic plans.</p> <p><b>MAIN RESPONSIBILITIES</b></p> <p><b>Candidate Recruitment, Hiring, and On-Boarding</b></p> <ul style="list-style-type: none"> <li>• Develop and implement targeted recruitment strategies to ensure a robust and diverse applicant pool for all openings.</li> <li>• Manage the hiring process by identifying talent needs and eventually hiring the most qualified candidates.</li> </ul>

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- Provide on-boarding services and orientation to all new staff members and ensure department level orientations are standardized and effective.

### **Professional Development and Performance Management**

- Collaborate with managers to update job descriptions across the company
- Support managers to navigate evaluation, training, promotion, discipline and other HR issues.
- Research, implement, and maintain salary scales to standardized salary ranges across the agency and relative to peer organizations.
- Supervise payroll process and generate statutory reports to concerned parties (Ministry of Finance and NSSF)

### **General HR Administration and Systems**

- Understand, interpret, and share relevant laws (Ministry of Labor – Ministry of Finance and NSSF) related to personnel and ensure all HR processes and actions comply with these laws.
- Manage the HRIS system with a technical support from the provider.
- Explore and implement new systems based on organizational needs.

### **Administration Role**

- Oversee purchasing transactions related to administration (Office Supplies, Collaterals, Plastic Cards)
- Maintain good relationships with all vendors and update the approved supplier list periodically
- Control Admin budget on a quarterly basis

### **QUALIFICATIONS**

- Demonstrated experience leading HR

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department through strategic and transactional change.

- Demonstrated organizational leadership and decision-making capability at a senior management level in a collaborative manner.
- Excellent verbal and written communications skills, including editing skills with meticulous attention to detail.

### **SALARY/BENEFITS**

Areeba offers a competitive salary based on experience and education as well as a comprehensive benefits package.