

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-49-2022
Company Name	Saint George Hospital University Medical Center
Industry	Hospital
Vacancy	Human Resources Officer
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	Full Time
Major	Human Resources
Years of Experience	1 to 3 years of experience in related field
Education	B.A degree in Human Resources / Business Administration or equivalent
Location	Achrafieh
Remuneration & Benefits	Transportation - NSSF - 13/14 Months Insurance
Tasks & Responsibilities	<p>Performing various duties related to employee attendance and leaves.</p> <p>Preparing monthly payroll.</p> <p>Preparing necessary paperwork for NSSF and Ministry of Finance.</p> <p>Entering new employees' information to the system.</p> <p>Preparing necessary paperwork for terminated employees.</p> <p>Preparing all documents related to medical insurance.</p> <p>Updating manpower budget.</p> <p>Controlling and ensuring the proper completion of employees file.</p> <p>Submitting various statistical reports.</p>