

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-501-2021
Company Name	Obegi Consumer Products SAL
Industry	FMCG
Vacancy	Recruitment and Training Manager
Job Type( <i>FT, PT, Contractual, Seasonal</i> )	Full-Time
Major(s)	Business Administration, Human Resources Management
Degree	Bachelor's degree
Years of Experience	Up to 6 years of experience in the related field
Location	Head Office - Zouk Mosbeh Lebanon
Remuneration & Benefits	To be discussed
Tasks& Responsibilities	<ul style="list-style-type: none"> <li>-Updating current and designing new recruiting procedures</li> <li>-Keeping track of recruiting metrics</li> <li>-Researching and choosing job advertising options</li> <li>-Coordinating with department managers to forecast future hiring needs</li> <li>-Evaluating organizational performance to ensure that training is meeting business needs and improving performance</li> <li>-Developing individualized and group training programs that address specific business needs</li> <li>-Implementing effective and purposeful training methods</li> <li>-Managing the training budget by selecting both internal employees and training vendors to develop and deliver training</li> <li>-Effectively communicate with team members, trainers and management</li> </ul>