

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-532-2022
Company Name	Gemayel Freres s.a.l
Industry	Corrugated Cardboard and Packaging
Vacancy	HR Assistant
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full time
Major(s)	Business Management or Human Resources
Degree	Bachelor of Administration
Years of Experience	Minimum 5 years
Location	Bickfaya
Remuneration & Benefits	Medical Insurance in fresh \$
Currency (LBP, Dollar, Lollar)	LBP & Dollars
Tasks & Responsibilities	<ul style="list-style-type: none"> • Execute all HR activities, processes, and systems and suggest recommendations for continuous improvement • Administer payroll & maintain HR records • Maintain employee benefit administration • Handle the recruitment and Onboarding plan • Manage the employment and termination process • Apply and monitor training programs • Ensure accurate HR documentation • Ensure that accurate job descriptions are in place & Develop job descriptions • Ensure legal compliance throughout human resources management • Prepare and submit regular reports to official institutions such as ministry of finance, ministry of labor, National Social Security Funds, etc • Provide reports on a regular basis, and as requested • Organize & participate in job fairs and other events • Apply the Quality Management System within the HR • Conduct special studies • Conduct data analysis for proactive management and continuous improvement <p>Qualifications:</p>

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- Bachelor's degree or relevant experience
- 3-5 years' experience in Human Resources
- Demonstrated Experience in payroll administration
- Demonstrated Experience in compensation and benefits
- In-depth knowledge of labor law and HR best practices and systems
- People oriented and results driven
- Strong organizational, critical thinking and communications skills
- Attention to detail and good judgement
- Languages: Arabic, English, French is a plus
- Microsoft Office: - Excel, Word & PowerPoint