

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-671-2022
Company Name	EPE Consulting (Offshore) sal
Industry	Electrical Engineering Consultancy
Vacancy	Human Resources Generalist
Number of vacancies for that position	
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	HR
Degree	
Years of Experience	At least 3 years
Location	Sin El Fil
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Job Brief</p> <p>We are looking for a full-time HR Generalist to advise our company on policies and procedures and deal with staff HR related issues. The HR Generalist will also be in charge of arranging interviews, coordinating hiring efforts, and onboarding new employees.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Preparing and posting job advertisements and screening applications • Coordinate and arrange interviews, participating in selection process and hire accordingly • Be responsible for the employee's successful onboarding • Develop/update internal rules and regulations, and ensure user adoption • Manage organizational and company culture • Ensure the well-being of employees and manage any arising issues • Prepare correspondence/documentations

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(reference letters, NOC, salary certificates, etc.)

- Make proposals concerning salary raises & promotions to managers
- Manage monthly employees' payrolls files
- Coordinate team building activities and team gatherings
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Implements new hire orientation and employee recognition programs
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Maintains compliance with local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance

Qualifications and Requirements

- A degree in Human Resources, or equivalent
- A minimum of 3+ years of experience in a similar role
- Solid knowledge and understanding of the Lebanese labor law, HR processes, and policies

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- A positive attitude with a passionate spirit for work
- Excellent verbal and written communication skills
- Required languages: English, Arabic (written and oral); French is a plus