

HR Manager

A leading high-tech distribution company operating across Lebanon, Nigeria, Liberia, and the Ivory Coast, specializing in security solutions, networking equipment, and smart technology.

Major: degree in Business Administration, Human Resources Management, or any related field

Experience: 2 – 5 years of experience in HR management

Major Requirements:

- Develop and implement recruitment strategies to attract top talent across all MTCO entities, ensuring all positions are staffed efficiently.
- Coordinate and conduct interviews, background checks, and oversee the onboarding process for new hires.
- Maintain ATS (Applicant Tracking System) and CRM systems to track employees and candidates.
- Design and implement training programs to enhance employee skills and performance
- Monitor and evaluate the effectiveness of learning initiatives
- Support employee career progression through mentorship, coaching, and skills development programs.
- Serve as the primary point of contact for all employee-related concerns.
- Track and manage days off, leave policies, and ensure adherence to local labor laws.
- Ensure compliance with regulations regarding notice periods, contract terms, and benefits.
- Maintain up-to-date knowledge of labor laws and HR best practices.
- Manage payroll processes across all entities, ensuring accuracy and timeliness.
- Develop salary ranges for all positions, ensuring competitiveness and fairness.
- Collaborate with management to implement performance review systems.
- Implement performance management and employee development programs.

Additional Requirements:

- Hands-on experience with payroll, performance management systems, recruitment, and HR operations.
- Strong knowledge of Lebanese labor law and HR compliance.
- Fully on-site presence required.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802