

## **HR Intern, Senior Finance Officer and Junior Business Operations Officer- APGAR**

*Apgar is an international data advisory and consulting firm that helps companies make data and artificial intelligence (AI) central to their strategy*

### **1- HR Intern:**

Training Duration: at least 3 months

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

Experience: currently enrolled senior students and fresh graduates are both accepted

#### Major Responsibilities:

- Assist in maintaining employee records and HR documentation.
- Support the enrolment and follow-up process for private health insurance.
- Handle basic employee inquiries related to HR procedures and escalate when needed.
- Assist in posting job openings on company platforms, social media, and job boards.
- Help coordinate interviews (scheduling, confirmations, follow-ups).
- Track recruitment process status and update hiring trackers.
- Support onboarding and orientation logistics for new hires.

### **2- Senior Finance Officer:**

Major: degree in Business Administration, Finance, Accounting, or any related field

Experience: 5–7 years of experience in financial accounting roles.

#### Major Responsibilities:

- Provide timely and accurate financial data, documentation, and clarifications to enable proper accounting entries.
- Ensure alignment with local statutory requirements, company policies and reporting standards.
- Review and validate reports received from external accountants for completeness and accuracy.
- Support audits and provide necessary documentation as required.
- Control and validate purchase invoices (receipt, classification, and approval).
- Prepare and manage supplier payment lists and ensure timely disbursement.
- Monitor issuance of invoices (to sister companies or clients) and follow up on collection.
- Monitor cash flow and cash position across all regions.
- Execute transfers and payments, and maintain good banking relationships.
- Track and validate all bank transactions.
- Validate payroll and expense reports.

#### Additional Requirements:

- CPA or equivalent preferred
- Strong knowledge of regional tax laws and compliance requirements preferred.

### **3- Junior Business Operations Officer:**

Major: degree in Business Administration, or any related field

Experience: 0-2 years of previous experience in the service industry

#### Major Responsibilities:

- Support resource allocation in each of these activity areas: Customer and internal Projects
- Support entities in managing resource allocation.
- Collect and manage new staffing requests.
- Support in the preparation of global staffing committee and meeting minutes (weekly)
- Update global resource allocation plan based on decisions of the staffing committee.

- Conduct onboarding/off boarding of resources on projects based on staffing committee decisions.
- Establish entity collaboration agreements.
- Monitor monthly forecasted billability and ensure it always reflects the most recent staffing and project information.
- Identify available resources and future release of resources.
- Monitor timely completion and submission of time reports.
- Support the preparation of project review materials (data extraction, slides, files, and trackers) for small to medium size projects, assist during review meetings, take structured notes, update review minutes, and organize review documentation, action trackers, and follow-up lists.
- Monitor project budgets on a monthly basis ahead of invoicing cycles to ensure sufficient financial coverage.
- Verify that invoice rates and days align with the agreed workload and contractual terms, and that all mandatory invoice details are accurate and complete.

**How to Apply:**

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