

## **Personnel Officer- RCG**

*RCG is a global company established in 1999. The company offers complex, tailor-made, reliable, efficient services, knowing that it is specialized in a wide range of highly technical fields*

Location: Dbayeh, Lebanon

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

Experience: fresh graduates are accepted

Major Responsibilities:

- Oversee attendance monitoring and follow-up.
- Ensure accurate and up-to-date personnel files and records.
- Coordinate salary, deductions, advances, and payroll-related follow-up.
- Manage employee contracts, official documents, and HR correspondence.
- Handle all employee-related NSSF documentation and requests.
- Perform onboarding and off boarding processes.
- Utilize HR tools and software efficiently to streamline HR operations.
- Handle personnel matters with confidentiality and professionalism.
- Coordinate with the HR team to ensure alignment and continuity.
- Maintain structured and clear HR documentation.
- Provide adequate documentation and reports upon completion of each assigned job.

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