

HR Officer - Softimpact

An IT Services and consulting company

Location: Beirut, Lebanon

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

Experience: 3-5 years of experience in HR or a similar role

Major Requirements:

- Manage key HR functions including recruitment, employee relations, performance management, and HR process development
- Plan and execute HR strategies and initiatives that contribute to Softimpact's growth and long-term objectives.
- Maintain and update employee records while ensuring confidentiality of HR information.
- Develop, implement, and improve HR policies and internal procedures.
- Handle employee relations, address concerns, and support conflict resolution.
- Oversee performance management processes, including appraisals and goal setting.
- Provide guidance and mentorship to employees to support performance improvement and professional development.
- Coordinate training programs and professional development initiatives.
- Ensure compliance with labor laws, and safety regulations.
- Manage payroll and employee benefits in coordination with Admin Department.
- Support employee engagement initiatives and help maintain a positive workplace culture.
- Prepare HR reports and insights to support management decisions.

How to Apply:

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