

Senior Human Resources Officer

Job Title:

Sr. HR Officer

Division:

Human Resources

I- Function:

- Keeps official records and executes administrative policies determined by management or in conjunction with other responsible persons.
- To undertake all secretarial, administrative work for the company.
- To ensure smooth communication between the management and the employees of the company.
- To reflect the company image through skilled communication and correspondence.

II- Reporting:

- To the Country Manager.

III- Supervising:

- HR Officers

IV- Duties and Responsibilities:

- Ensures that the company's rules and procedures in place regarding working hours, lunch, office closure and communications.
- Handles the recruitment activities such as interview arrangement, reference check
- Updates employees' records.
- Administers and update employees' leave records and benefits.
- Provides administrative support to Human Resource Department in all HR functions.
- Performs other incidental clerical duties such as receiving and sorting mails, handle telephones enquiries.
- Prepares the monthly payroll sheet of working hours and overtime.
- Oversees and maintains the attendance sheets at the main office and submit a daily report to the HR department.
- Takes and transcribes dictation, and composes and prepares all correspondence.
- Creates and maintains database and spreadsheet files.
- Directs preparation and filing of employee file records and that all legal and necessary documents are filed properly.
- Follows up maintenance contracts and coordinates maintenance visits related to office tools and equipment.
- Coordinates with the Insurance agents to ensure consistent insurance for the employees, and maintains insurance files and records.
- Establishes an organized database of job application, screening and filing them by category.
- Prepares appointment letters, and saves employees' contacts with all their related necessary documents.
- Manages and follows up airplane ticket booking to KSA for employees from different nationalities in Lebanon and abroad.
- Installs a suitable archiving system for Mediatheque (CDs, DVDs, Video tapes, books, and other media)
- Maintains, monitors, and directs stationary in the Office.
- Other duties as assigned.

V- Cooperation and Contact:

With all staff and employees in the company; with potential candidates applying to work at the company.

VI- Qualification:

Education and Experience:

Bachelor degree (B.A.) in Human resources or related field with at least two years experience in HR related

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position; or equivalent combination of education and experience.

Language Ability : (Arabic, English)

Arabic: Read, Spoken and Written

English: Read, Spoken and Written

Skills:

- Ability to interpret documents such as operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Strong interpersonal skills.
- Ability to work under pressure in a fast paced environment.

Computer Skills:

Internet software, E-mail, MS office, Inventory and database software.

VII- Work Environment:

While performing his/her duties the HR Officer might be exposed to physical hazards such as: long sitting periods and long computer interaction periods.

Authorized by General Manager

Name:

Date:

Signature:

Agreed by Sr. HR Officer

Name:

Date:

Signature: