



- Human Resources Assistant
- : Human Resources Coordinator
- : Full Time Job

The Human Resources (HR) Assistant is a certified professional who handles the daily administrative and HR duties of the school. They assist HR Coordinators/Managers with recruitment, record attendance and payroll processing.

The HR Assistant should display remarkable conflict management and decision-making skills with a solid understanding of employee relationships. They must be reliable and should accurately follow instructions with the ability to multitask and acclimatize in a fast-paced environment.

- BA/BS, MS/MA Degrees
- Business /Management/Accounting
- From 2 to 4
- English- Arabic

- Full understanding of HR functions and best practices
- Excellent reporting ,writing and verbal communication skills
- Maintaining employee files
- Highly computer literate with capability in email, MS Office and related business and communication tools
- Ability to accurately follow instructions
- Ability to set and achieve goals
- Ability of multitasking
- Ability to keep confidentiality
- Organization and management skills
- Language Skills

- CV
- Copy of the earned Degrees
- Three reference letters

- Al-Hayat International School (HIS)-Aramoun - Lebanon
- Weekdays (from Monday to Friday)
- From 7:20 AM to 3:40 PM
- Transportation Allowance and Social Security