



Job Title Human Resource Coordinator

Empowering the Church and serving the community (education, justice and compassion) are key LSESD objectives that we pursue in an integrated manner that recognizes the profound meaning of the Gospel as word and deed.

To get there, we need talented, committed and driven people. We are looking for a dynamic, organized and motivated Human Resource Coordinator to join our team.

Position Overview

The role of the Human Resource Coordinator is to support the administrative functions of LSESD in the following:

- Preparing and/or editing internal and external communications (letters, memos, Data entry...).
- Assisting with general office administrative tasks as needed.
- Assisting in the planning and preparation of meetings, conferences and workshops.
- Maintaining a secure set of up-to-date personnel files and creating a data base for all applicants.
- Orienting new staff members.
- Preparing staff contracts.
- Maintaining the computerized records from the staff sign in/sign out recorder and preparing a monthly staff attendance report.
- Preparing the annual holidays list and the vacation report for each staff member.
- Preparing staff related policies.
- Identifying the professional development needs for staff members.
- Preparing the payroll on a monthly basis.
- Assisting with reports for submission to appropriate authorities – i.e., quarterly VAT surcharge transactions, income tax and NSSF schedules and forms.
- Assisting in the Job Performance Evaluation and Appraisal process that focuses on objective job performance.

Qualifications and experience

- Bachelors' Degree (minimum) in Human Resource, Business or related field.
- At least 2-3 years of professional work experience.
- Fluent in English and Arabic (both verbal and written).
- Shares LSESD's values and mission purpose.

Personal skills

- Good interpersonal and communication skills.
- Excellent organizational skills.
- Initiative, autonomy, excellent judgement, and ability to work in a team environment.
- Good writing skills.
- Strategic thinker.
- Excellent customer service.
- Ability to manage several priorities and to meet firm deadlines.

Time Required

This is a full-time position subject to Lebanese labor laws and policies of LSESD

Interested candidates are kindly asked to send their CV and a cover letter to the following email address:

Hr@lsted.org

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