



## JOB DESCRIPTION

Lebanese Society for Educational & Social Development, LSESD

**Telephone:** +961 4 400250 | 401922

**Mailing Address:** P.O. Box 165 Mansourieh El Maten, Lebanon

**Street Address:** LSESD Campus, Near Nahl Waters, Blata Street 303 - Mansourieh El Maten, Lebanon

11/7/2023

### Position Overview

The Human Resources Coordinator serves as a key member of the administrative team of LSESD, facilitating and implementing all HR key functions and programs.

### Human Resources Coordinator Responsibilities

- Preparing and/or editing internal and external communications (letters, memos, Data entry...).
- Assisting in the planning and preparation of meetings, conferences, and workshops.
- Maintaining a secure set of up-to-date personnel files and creating a database for all applicants.
- Orienting new team members.
- Preparing team member contracts.
- Maintaining the computerized records from the staff sign in/sign out recorder and preparing a monthly team member attendance report.
- Preparing the annual holidays list and the vacation report for each team member.
- Preparing staff-related policies.
- Identifying the professional development needs for team members.
- Preparing the payroll monthly.
- 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.
- Assisting with general office administrative tasks as needed.
- Support the Children and Youth Ministry with summer camps and events.

### Job Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related.
- 1 to 2 years of experience in HR or administration.
- Good knowledge of the Lebanese labor law, NSSF, and taxation.
- Good written and verbal communications skills.
- Exposure to payroll practices.
- Ability to work with Microsoft Dynamics NAV is a plus.
- Skill Set: organization, time management, adaptability, ability to work under pressure.





Lebanese Society  
for Educational & Social Development

الجمعية اللبنانية للإفماء التربوي والإفتماعي

## Essential Requirement

LSESD has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Safeguarding policy, Code of Conduct and Staff Handbook that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to the above-mentioned documents, is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.



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