

HR Coordinator – Enfants Du Soleil (EDS)

Enfants du Soleil prioritizes children's well-being through educational games and sports activities. Their qualified team focuses on creating a safe space for cultural, physical, and artistic development. The organization achieves its goals through holiday camps, events, educational activities, and sociocultural projects, emphasizing a blend of entertainment and learning for the acquisition of essential skills.

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

Experience: 0-2 years

Major Responsibilities:

- Visit schools for recruitment and sensitization sessions.
- Collaborate with HR superiors for Summer Camp 2024 recruitment.
- Recruit for EDS Summer Camp 2024.
- Plan and coordinate employee training.
- Maintain accurate employee records.
- Address HR inquiries and assist with projects.

Additional Requirements:

- Previous HR or administrative experience preferred.
- Strong organizational and communication skills.
- Fluent in French.
- Ability to handle sensitive information discreetly.

How to Apply:

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