

## **People and Culture Specialist– TotalCare**

*A dedicated provider of risk and healthcare management services in Lebanon.*

**Major:** degree in Psychology, Human Resources Management, Management, or any related field (high English proficiency)

**Experience:** 0-3 years of work experience

### **Major Responsibilities:**

- Assisting the concerned party in organizing and scheduling CedarFort (TotalCare's Leadership Development Program)
- Coordinating with the students on classes, schedule, content and needs for CedarFort's sessions
- Staying very informed and exposed on everything new related to leadership, educational programs, and motivational ideas to help the organization stay up to date in sustaining a great employee-employer relationship
- Assisting in the development and management of the onboarding process for new joiners in order to accommodate their engagement with the company culture
- Filing, data entry and organization of employee files, information and documents.
- Coordinating with different parties to set up orientation sessions for all new joiners according to a designated schedule.

### **How to apply:**

Kindly send your CV and contact the Career Services Center, E-mail:

[career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb), Ext. 7801; 7802