

## **Recruitment Assistant- APGAR**

*APGAR is a services and advisory company that assists companies aiming for the data to be at the heart of their strategy. With more than 150 consultants working daily around Data Management topics, Gartner has identified APGAR as 1 of the 18 major MDM External Services Providers in the last two MDM Market Guides*

Location: Jbeil (Hybrid)

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

Experience: 0-2 years of experience.

### Major Responsibilities:

- Screen candidates by performing background checks and verifying their qualifications and experience.
- Assist in preparing and posting job advertisements.
- Perform recruitment duties such as scheduling interviews, updating the calendar, accordingly, answering phone calls, and monitoring emails.
- Maintain a good relationship with universities and participate in recruitment events (job fairs, presentations...)
- Follow up on the interview process status.
- Provide shortlists of qualified candidates to HR Officer and hiring managers.
- Maintain candidate database.
- Follow up with candidates during the recruitment process.
- Assist successful candidates with the onboarding process, including preparing documents and coordinating orientation agendas.

### How to apply:

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