

Human Resources Officer – SoftImpact

A global digital solutions company specializing in web development, mobile apps, Smart TV, OTT platforms, eCommerce, and eMarketing.

Location: Beirut, Lebanon

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

Work Experience: 3 – 5 years of experience, with good knowledge of labor laws and HR best practices.

Major Requirements:

- Manage the full recruitment cycle: job postings, candidate screening, interviews, selection, and onboarding.
- Plan and execute HR strategies and initiatives that contribute to SoftImpact’s growth and long-term objectives.
- Maintain and update employee records while ensuring confidentiality of HR information.
- Develop, implement, and improve HR policies and internal procedures.
- Handle employee relations, address concerns, and support conflict resolution.
- Oversee performance management processes, including appraisals and goal setting.
- Provide guidance and mentorship to employees to support performance improvement and professional development.
- Coordinate training programs and professional development initiatives.
- Ensure compliance with labor laws, and safety regulations.
- Manage payroll and employee benefits in coordination with Admin Department.
- Support employee engagement initiatives and help maintain a positive workplace culture.
- Prepare HR reports and insights to support management decisions.

How to Apply:

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