

HR Intern - ECG / Eter Consulting Group

Eter Consulting Group (ECG) specializes in business consulting, training, and coaching

Location: Dbayeh, Lebanon

Working Days and Hours: 15 to 25 hours, 3 to 5 days a week

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

Experience: currently enrolled students and fresh graduates are both accepted

Major Responsibilities:

- Assist in creating, updating, and maintaining Job Descriptions, Organizational Charts, and Departmental Structures.
- Support in the EPDR (Employee Performance & Development Review) and MPDR (Manager Performance & Development Review) processes.
- Conduct benchmark research on grading systems, salary scales, and compensation frameworks.
- Participate in competency mapping and assist in building role-based competency models.
- Help draft or improve HR policies and procedures.
- Support in the development of training needs analysis tools and data interpretation.
- Maintain employee files, records, and digital HR databases.
- Assist in preparing HR-related presentations, dashboards, or reports for management

How to Apply:

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