Field Recruiter Intern, Data and Automation Intern and HR Intern- Servi — The Vetted Freelancers Network for Family Services

Servi is an early-stage startup building an app that touches everyday life in Lebanon by connecting families with trusted freelancers while giving freelancers structured opportunities, income, and visibility.

Location: Bauchrieh, Mirna Chalouhi – On-site
Internship Duration: 3 months
Working Days and Hours: 8 a.m. until 5 p.m., 5 days a week
Compensation: $200 ($9 per working day)
Experience: fresh graduates are accepted

1- Field Recruiter Intern:

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

- Learning and applying sourcing techniques through in-person outreach to identify potential freelancers and exploring local recruitment channels
- Exploring outreach strategies across universities, communities, and local networks to attract new service providers to Servi
- Introducing freelancers to Servi and guiding them through the initial registration process

2- Data & Automation Intern:

Major: degree in Computer Science, Computer Engineering, or any related field
Major Responsibilities:

- Cleaning, deduplicating, and organizing freelancer and client data across Servi's verticals
- Building scripts and workflows that speed up how freelancers sign up, get vetted, and go live
- Building small AI-assisted tools that cut manual work for the team
- Turning raw data into clear views of supply, sign-ups, and activation
- working alongside the co-founders to build the systems that keep Servi running

Additional Requirements:

- knowledge in AI coding tools: Claude, VS Code, and GitHub
- knowledge Data & automation: Python, SQL, Airtable, or Zite

3- HR Intern:

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

- Gaining practical exposure to Learning & Development, Employee
- Relations, and Performance Management
- Supporting employee records, recruitment trackers, and digital HR documentation systems

Additional Requirements:

- Familiarity with HR tools and practices
- Proficiency in Google Workspace

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