JOB VACANCY FORM

X Full-Time □ Part-time □ Summer-Job □ Internship

Job Title: HR Manager
Application Deadline: Fri Sep 30 2016
Reference Number: 080816-6

Company Description

Type: □ Local X Regional □ Multinational

Industrial Sector: Construction Services

Brief Firm Profile/Description: The firm is the preferred third-party provider for geotechnical engineering, materials testing, and consulting, and is the Local Sponsoring Group for the American Concrete Institute (ACI)’s programs in the Middle East.

The first consulting firm in our field in the Middle East to obtain the ISO 9001, ISO 17025, ISO 14001 and OHSAS 18001 certifications, the firm is the recognized representative of IHS, ASTM, BSI, IEEE and many other global standards development organizations.
Job Description

Brief Job Description:
- Plans, develops and implements strategy for HR management and development.
- Establishes and maintains appropriate systems for measuring necessary aspects of HR development.
- Monitors, measures and reports on HR issues, opportunities and development plans and achievement within agreed formats and timescales.
- Maintains and updates company internal manual and regulations, and insures compliance with country labor laws.
- Plans and establishes position grading and salary scales and point systems.
- Analyzes, develops, and recommends sound plans, programs and procedures, in the areas of classification, compensation, employee recognition and others matters related to employee relations and equity.
- Advises job applicants on employment requirements and on terms and conditions of employment.
- Plans and establishes warning system and ensures its proper implementation and its consistency with the company rules and regulations and the KSA labor law.

Job Location(s):
City: Jaddah       Country: Saudi Arabia

Degree:
X Bachelor       □ Master       □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary       □ Teaching Diploma

Major/ Emphasis: Business Administration, Executive Master of Business Administration, Human Resource Management, Psychology, Public Administration, Public Policy and International Affairs

Work Experience: 5-10 years, Should have transferable Iqama

Skills:
Languages Skills: X Arabic       X English       □ French       Other:
Computer Skills: MS Word, NAV
Other Skills: Leadership, Teamwork

Salary
Basic Salary Range (to be negotiated based on experience):
Other benefits include:
□ Accommodation □ Health Insurance □ Return Ticket X Bonus
X Laptop X Mobile Phone X Children’s Education X Transportation
X Lebanese NSSF □ None

Working Days: M to S

Working Hours: 8:00 a.m. to 5:00 p.m.

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How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 080816-6

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour
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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.
For part-time job opportunities, visit:
http://aub.edu.lb/sao/cps/vacancies/Pages/Part-timeJobs.aspx
For full-time job opportunities, visit:
http://aub.edu.lb/sao/cps/vacancies/Pages/divisions.aspx