

# JOB VACANCY

## HR & Payroll Assistant – Akrotiri (Limassol)

Permanent contract – 38hrs per week

Closing date: 22 October 2021

### Job Introduction

We currently have an opportunity for a HR & Payroll Assistant to join our team. This is a great opportunity for a customer focused individual to join the HR & Payroll team to provide day-to-day support ensuring accuracy and quality of service. This role is an opportunity to enhance and develop general HR skills in a busy environment.

If you have a passion for HR and payroll and you are looking for your next challenge to develop your career in a large organisation this may just be the role for you!

### Role responsibility

- Provide a helpful, highly responsive, efficient and customer friendly HR and payroll administration service to managers and employees.
- Responsible for the administration of recruitment, new starters, leavers, changes, learning and development and other HR and Payroll processes.
- Ensure full compliance and audit trail for all HR and payroll administration processes.
- Process and submit data into the payroll system in line with company and departmental procedures.
- Manage the training courses administration process liaising with the HRDA and preparing the relevant paperwork.
- Employee records and p-files are maintained up to date ensuring full compliance with GDPR requirements.
- Contribute with ideas and solutions on how to continuously improve HR & Payroll services, assisting the team in the delivery of projects and initiatives.

### The ideal candidate

#### **Essential:**

- ✓ Knowledge and experience of working in an administration role
- ✓ Basic knowledge of Cyprus employment and social insurance laws
- ✓ Good numerical, interpersonal and communication skills, must be able to demonstrate effective verbal and written communication

- ✓ Well organised with ability to work accurately to tight deadlines
- ✓ Manage multiple workloads and shifting priorities
- ✓ Able to work on own initiative within a team environment
- ✓ Able to demonstrate working knowledge of MS Office (Word, Excel and Outlook)
- ✓ Ability to type accurately and input data accurately/efficiently, spreadsheet analysis techniques are a must
- ✓ Fluent in Greek and English both verbal and written

***It will be considered an advantage if the candidate has:***

- ✓ Bachelor's degree in Human Resources or related field
- ✓ Working experience in a HR/Payroll administration role

## **About the company**

Sodexo, a leading global services company provides a range of support services across the world including to the UK's Armed Forces in Cyprus. One of the largest employers on the island, Sodexo provides catering, cleaning, waste services and logistics support at six bases where troops and their families are deployed. We develop, manage and deliver a diverse range of services, designed to improve the quality of life for those we serve. Sodexo has managed the services in the military bases in Cyprus since 2007.

## **Interested?**

You can apply by sending your CV to Sofia Charalambous (HR Business Partner) at [sofia.charalambous@sodexo.com](mailto:sofia.charalambous@sodexo.com) and Areti Piperidou (Payroll Officer) at [aretipiperidou@sodexo.com](mailto:aretipiperidou@sodexo.com)