

HR Officer, Nicosia – HRO/01/22

On behalf of a client, operating in retail, we would like to invite HR professionals who have passion and eagerness to learn, to contribute and act as business partners in the company's people culture, and performance & development to send us their CV so that we can discuss further with them the position.

- Assisting in the overall running of the HR function in close cooperation with the HRM
- Managing the time recording and absences system, while maintaining all HR databases, reporting and systems, in order to ensure correct salary payments
- Assisting on the recruitment and selection process, ensuring the "best fit" for each vacancy and managing exit procedures
- Ensure that all recruitment needs are met as per the set timeframe and estimated cost
- Conduct the Induction and follow up on the job training of all New Employees
- Define in cooperation with the HRM the relevant training needs for staff individuals and produce the Company Training Plan with all timeframe and cost parameters
- Maintain updated training records
- Manage employee benefits in line with company's policy
- Ensure the relevant HR database is up to date, accurate and complies with legislation
- Providing support and servicing the internal customers, ensuring compliance to internal policies and legal demands

Qualifications and Competences Required:

- Bachelors' Degree, in Business administration, HR Management or any other relevant field (Postgraduate degree will be considered as an asset)
- Up to 3 years' experience in a related position
- **Knowledge of payroll will be considered as an advantage**
- Very good communication and interpersonal skills
- Very good planning, organizational and follow up skills
- Achievement drive, analytical and numerical abilities
- Being Familiar with HR Administration processes (public authorities, employment legislation)
- Very Good command of the Greek and English language
- Computer literate with very good knowledge of MS Office, and proficiency in Excel

Benefits include 13th salary, Provident fund, medical insurance and discounts on products

Working hours – Monday to Friday 08:30 – 17:30

You can send us your cv here: recruitment@humanasset.com