



Junior HR Administrator

Quadcode offers a unique quality trading platform of uncompromising performance that sets the standard for how a modern trading application should work. We are a team of more than 250 experts in the development of high-quality software for the trading and investment industry. With 6 years of market experience, we create products for our customers that surpass the existing technical solutions on a variety of parameters!

Due to the increase of workload, we are searching for 2 additional Junior HR members to join our dynamic HR department! We are excited to meet you! The Working Hours & Days are 10:00 - 18:30, Monday - Friday.

Responsibilities of our future teammate:

- Assist the HR department in the permit process and documentation needed for employees and families for entry permits, work permits and renewals
- Consult employees on the process, deadlines and documents needed,
- Request, collect and review documents, and ensure that employees get their documents on time
- Close cooperation and assistance with the HR personnel to collect and complete documentation for Migration applications and other
- Create and sign agreements and applications (new, renewals, terminations) and any other docs required for Medical Insurance, Corporate Apartments etc.
- Work closely with the Admin and Travel team to ensure a smooth onboarding by coordinating new-comers' arriving schedule and overall relocation process
- Liaise with Migration consultants on Permit Application processing and with other public authorities
- Work with BambooHR and company portals, ensuring the accuracy and relevance of the information and its proper usage
- Compiling and updating employee records (hard and soft copies)
- Assists in the leave structure and workers' compensation laws in alignment and under the general guidance of HR leadership and the legal department.
- Assist with day to day operations of the HR functions and be ready to work in fast paced working environment based on the business needs

Requirements:

- University Degree in HR or any related field
- Fluency in Greek and English (written and spoken)
- Advanced knowledge of Russian will be considered as an advantage
- Up to 6 months of working experience in the HR field will be also an advantage
- Strong team spirit, organizational and time management skills
- Ability to work under pressure, great attention to detail and meet deadlines
- Highly motivated and a 'doer' mindset with a positive personality
- Maintain confidentiality of sensitive information
- Able to start immediately and/or not later than 2 weeks after the offer is sent

What we offer:

- Competitive Remuneration
- 13th salary

- On-the-job training
- Medical insurance
- Hybrid work model
- Corporate bonuses
- Training & Development
- Gym Subscription
- Opportunity to drive the QC audi car
- Annual Sport Reimbursement Allowances
- Paid lunch and snacks or Food Allowance
- Gifts for birthdays and work anniversaries
- Corporate life: master classes, lectures and incredible parties (now online & offline)
- Friendly, enjoyable and positive environment

→ Does this sound like you? Apply today stating the position at hr@quadcode.com, we will be glad to meet you!

→ Do you know someone who would be a great fit? We have a referral program! We are paying **€600** Gross for every successful recommendation

Recruitment process:

1. CV/Cover Letter Review
2. Invitation for an interview (online)
3. Test Task (online)
4. Final Interview (online or in person)
5. Final Response

Note: All applications will be treated with strict confidence. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.