

HR Assistant (NICOSIA OFFICE)

Are you up for your next challenge?

At Odyssey, we harness the power of technology to bring about meaningful change. Our unwavering goal is to build Cyber Resilient Organizations in an increasingly unpredictable, uncertain and complex world.

Innovation drives everything we do, and we embrace the challenge to make the impossible, possible!

As a Great Place to Work® certified company, we always strive towards creating an environment where everyone's voice matters, and where everyone can learn, create and evolve.

If you have passion and dedication for what you do, we want you to join our team!

Role Description:

We are currently looking for a highly motivated, energetic professional to serve as the HR Assistant and support our HR department in its primary and administrative duties. The successful candidate will report directly to the HR Manager and will be responsible for taking on a variety of tasks to ensure that the HR department's operations will be running smoothly and effectively to deliver maximum value to the organization as a whole.

Main Responsibilities:

- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc)
- Support all internal and external HR-related inquiries or requests
- Assist with the recruitment process by identifying candidates, scheduling interviews, coordinating communication and follow up with the procedure
- Coordinate orientation and training sessions for new employees
- Assists to the vacancies' advertisement through job boards, social media and website
- Handles all employee onboarding and terminations procedures and completes all the needed paperwork
- Contribute to the development and implementation of HR policies & procedures and provide relevant counselling.
- Monitors successful implementation of benefits programs such as medical/insurance program, supermarket vouchers, employee recognition programs
- Involved in RFPs project and requirements, provides all needed information and documentation for employee CVs
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Maintains & updates digital records of employees and data in the HRIS platform (Exelsys)
- Executes all necessary actions/ submissions to local authorities (Ergani, ANAD)
- Keeps all employees' personal files systematically and updates information as needed
- Supports workplace investigations, disciplinary and termination procedures
- Ensures compliance with labour regulations in all countries of operation

Knowledge, Skills and Experience Required:

- 2+ years of proven experience as an HR Assistant or relevant human resources position
- Degree(s) in HR Management, Organizational Psychology, Business Administration or other related field
- Hands-on experience with an HRIS or HRMS
- Excellent organizational skills and ability to prioritize tasks
- Ability to handle confidential information and maintain absolute discretion and maturity in handling sensitive/confidential data
- Strong acumen in establishing positive working relationships with employees and all other stakeholders to maximize cooperation and productivity
- Good knowledge of employment/labour law in Cyprus (and Greece optional)
- Highly computer literate with capability in email, MS Office, and related business and communication tools
- Problem solving and troubleshooting skills
- Greek language mandatory (Business level)
- English language proficient (Business level)
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What's in it for you:

- Industry competitive pay & remuneration package
- Performance-based bonus and personalized gifts and awards
- Private Health & Medical Insurance
- Provident fund scheme
- Hybrid working environment
- Flat hierarchies and the freedom to create and innovate
- Cutting edge tools, training and skills development to help you thrive
- Continuous feedback and support to help you fulfil your goals
- An inclusive working environment where you can be yourself, share inspiration and belong

To apply for this position, please send your CV to hr_recruitment@odysseycs.com with reference on the subject **HRA**.

Please note that all CVs and any other Personal data sent to Odyssey are kept secure and confidential and will only be processed and/or stored for the purpose of potential offering employment. CVs and Personal data of successful candidates will be stored in our system for as long as the process of selection lasts. CVs and Personal data of candidates that are not successful or do not make it through our selection process, will not be stored or processed further and will be erased after a period of 6 months, unless the candidate provides us with an explicit consent allowing us to further store his/her Personal data in our system always in accordance with Personal Data Protection laws.