

Brainstorm Hospitality Group that owns TGI Fridays, Hard Rock Cafe and other local brands, is looking to recruit HR Executive to join the HR team in Larnaca Head Office. The successful candidate should be full of energy, enjoy working with people and be able to work as part of a team.

## **REQUIREMENTS & SKILLS**

- University Degree in Human Resources, Business Administration, Management or any other related field.
- Excellent knowledge of Greek and English Language (oral & written).
- Ability to work under pressure and meet deadlines.
- Pleasant personality with strong communication and organizational skills.
- Excellent use of Microsoft Office (Word, Excel, PowerPoint).
- Be able to maintain a high degree of confidentiality.
- Experience in the field will be considered as an advantage.
- Suggesting innovative ideas for HR related issues.

## **RESPONSIBILITIES**

- Assist in CVs' screening and recruiting procedures.
- Liaise with the recruitment agencies or other third parties for successful hiring procedure.
- Identifying opportunities for the HR department to participate in career fairs.
- Creation and advertisement of jobs that may arise in the company through recruitment channels.
- Conduct exit interviews on leaving employees.
- Ensure that all required employees documentation are collected and maintained.
- Prepare reports in excel and analyze data.
- Communicate with governmental authorities when necessary.
- Perform general administration tasks.
- Perform other job-related duties as needed.
- Ensure that HR practices are in compliance with legislation laws and regulations.
- Assisting with training procedures for employees such as liaising with the Human Resource Department Authority of Cyprus.

## **REMUNERATION AND BENEFITS**

An attractive package of remuneration and a supportive environment that encourages professional development and advanced opportunities.

**Interested applicants should send their CV to [careers@fridays.com.cy](mailto:careers@fridays.com.cy) specifying the desired position and job code.**

All applications are treated with strict confidentiality.