



### **Recruitment Officer**

Phaedrus Asset Management is currently looking to hire a dynamic individual for the position of Recruitment Officer to support our recruiting process from start to finish.

#### **Responsibilities:**

- Create and post job ads on professional sites, job sites and social media.
- Participate in candidate sourcing efforts.
- Assist teams in screening resumes.
- Schedule calls and interviews.
- Interview candidates in-person for a wide range of roles.
- Follow up with candidates throughout the hiring process.
- Promote positive candidate experience throughout the hiring process.
- Keep track of open roles.
- Participate in recruiting events.
- Undertake any other HR specific duties as required by the Group HR Manager.

#### **Requirements:**

- BSc in HR, Psychology, Business Administration, or relevant field.
- 1-2 years of proven work experience as a Recruitment Officer.
- Familiarity with the entire recruitment lifecycle.
- Excellent command of the Greek and English languages, both verbal and written.
- Proficiency in MS Office.
- Trustworthiness.
- Good written and verbal communications skills.
- Critical-thinking skills.
- Planning and organizing skills.

We offer a competitive salary and benefits package, a dynamic work environment, and opportunities for growth and advancement.

If you are interested in the position, please submit your CV at [careers@phaedrusliving.com](mailto:careers@phaedrusliving.com) and mention in the subject the reference **PAMRO23**.

Each application will be treated in the strictest confidence.  
Please note that only shortlisted applicants will be contacted.