

HR SPECIALIST

Medochemie Ltd is an International Pharmaceutical Company headquartered in Cyprus. Medochemie manufactures a wide range of products divided into more than 10 therapeutic categories, owns 3800 marketing authorizations and operates in more than 107 countries around the world. Our thirteen separate manufacturing sites are designed to fully comply with European and WHO current Good Manufacturing Practice (cGMP).

We invite applications from highly qualified and motivated professionals for the position of **HR Specialist, based in Limassol, Cyprus.**

The successful candidate will have the opportunity to work in a modern and fast-growing business environment and have a significant impact with his/her role within HR Team and the Organization. Key to this role is confidentiality, professionalism and attention to detail.

Key Duties:

- Manages recruitment cycle from manpower budget to hiring, including definition of recruitment strategy, interview management and onboarding.
- Manages the day-to-day administration required for recruitment management; ensures that the data and reporting for all newcomers are up to date and accurate in HR systems.
- Liaises with payroll and other related counterparts for all new hires.
- Handles and participates in all actions as per the annual recruitment action calendar (e.g job fairs, inhouse presentation for university students, meet the company events etc)
- Drafts vacancy briefings, job descriptions and manages the company's website for any information should go live related to careers.
- Uses the appropriate channels i.e social media, website etc to attract candidates.
- Creates the Employer Branding strategy and suggest new actions and activities.
- Deliver the onboarding session with all new hires and run the performance evaluation process.
- Acts as touchpoint for all new hires during the adjustment period.
- Maintains compliance with regulations concerning employment.

Qualifications:

- University Degree in Human Resources Management, Business Administration or any other related discipline.
- Minimum 3 years of experience in talent acquisition.
- Digital literacy and interest in new solutions and best practices
- Hands-on experience with Human Resources Management Systems
- Strong computer literacy
- Fluency in both Greek and English language
- Maintains confidentiality and professional demeanour
- Very good interpersonal skills and problem-solving abilities

- Desire to work as a team with a result-driven approach

We are offering an attractive remuneration package and challenging opportunity for professional development.

If you wish to work in a pleasant, modern, professional environment with excellent career opportunities, please click [Submit your CV](#) or [Fill in the online Form](#) buttons below.

Applicants should note that based on the General Data Protection Regulation (GDPR), all applications/CV's are kept in our database based on the consent period each candidate applied for. In case you have forwarded us your CV in the past and you are interested in this position, please apply again.

All applications will be treated in strict confidence.