

HR Business Partner – Core Business Services

At EY Core Business Services (CBS) we support you in achieving your unique potential both personally and professionally. We give you stretching and rewarding experiences that keep you motivated, working in an atmosphere of integrity and teaming. And while we encourage you to take personal responsibility for your career, we support you in your professional development in every way we can.

The opportunity

The Talent team is looking for a Human Resources Business Partner to join the EY team. If you have a sincere passion for Human Resources and enjoy being involved with multiple Recruitment projects and initiatives within strict deadlines, this role is for you.

Your key responsibilities

In your role you will have the responsibility to:

- Build and maintain strong relationships based on trust with your dedicated Service Lines and ensure effective collaboration
- Analyze and provide reports and key metrics
- Participate in HR projects with local and international teams and represent EY Cyprus in HR initiatives in the EY Network
- Participate in or lead special projects in an effort to strategically develop, implement and administer HR impact.
- Identify innovative, strategic and effective approaches to assist Service Lines (SL) in meeting their recruitment needs.
- In coordination with Partners/Directors/Senior Managers set the recruitment projects' objectives and scope.
- Build and maintain strong business collaboration with internal stakeholders.
- Meet agreed KPIs, such as cost-per-hire, time to hire, employee turnover cost and other metrics. Generate and present relevant reports based on collected analysed data.
- Manage and drive initiative to build EY's brand and awareness as a recognizable employer of choice.
- Represent EY at events, career fairs and presentations/webinars.
- Develop and establish relationships with local and international universities/schools/institutions.
- Network through industry contacts, association memberships, social media and employees.
- Manage the internal recruitment projects of EY starting from identification of needs to the successful selection of candidates. Ensure that all open positions are efficiently and effectively filled within the deadlines.
- Lead the creation of a recruiting and interviewing plan for each SL.
- Train and coordinate internal interviewers based on EY guidelines.
- Ensure that a rich pool of candidates is available in advance of needs and maintain the database up to date.
- Support and implement local, regional and global recruitment activities and new initiatives.
- Attend regional calls on a weekly basis or as may be requested.
- Recommend and apply new approved ways of working.
- Perform other duties as may be assigned.

Skills and attributes for success

- Ability to work in a dynamic environment; and have excellent analytical, organizational, interpersonal, written and verbal communication skills.
- Hands-on, self-driven and flexible who can work autonomously with a proven work ethic.

- Team player who enjoys working with people from different backgrounds and disciplines.
- Relationship builder.
- Ability to prioritize when working on multiple projects.
- Hard working professional with ability to work under pressure and tight deadlines.
- Proven ability in Microsoft Office (Excel, Power point)

To qualify for the role, you must have

- At least 6 years of professional relevant working experience, in a similar HR/Recruitment position.
- A bachelor university degree, preferably in Human Resource Management or in any other relevant field.
- Previous experience in Big 4 Firm and/or experience in Tech recruitment would be considered as an advantage.
- Excellent command of Greek and English, both spoken and written.
- Strong Microsoft skills (e.g. excel, word, power point).
- Excellent communication skills.
- Strong attention to detail and ability to produce high quality results.
- Methodical, problem solving mind-set.
- Good presentation skills - ability to present in a group of people and develop summary reports within given deadlines.

Benefits Section to be added.

About EY

As a global leader in assurance, tax, transaction and advisory services, we're using the finance products, expertise and systems we've developed to build a better working world. That starts with a culture that believes in giving you the training, opportunities and creative freedom to make things better. Whenever you join, however long you stay, the exceptional EY experience lasts a lifetime. And with a commitment to hiring and developing the most passionate people, we'll make our ambition to be the best employer by 2020 a reality.

If you are positively confident that you meet the criteria above, please contact us as soon as possible.

Join us in building a better working world.

If you are interested to apply for the position, please send your CV to christiana.palla@cy.ey.com by Sunday 25th August 2024.

All applications will be treated with the strictest confidentiality. Kindly note that only shortlisted candidates will be contacted for this position, due to high volume of applications received.