



## Human Resources Executive

### ABOUT US

Andreotti Furniture, a venerable 55-year-old company deeply rooted in Cyprus with 100s of international exclusive partnerships, is poised to forge ahead, committed to supporting every household and business in every conceivable way. Specializing in indoor and outdoor furniture, office solutions, lighting, home accessories, wallpapers, carpets and more for both the home and office.

### THE ROLE

We are currently looking for a detail-oriented and proactive HR Executive to join our team! As an HR Executive, you will be responsible for supporting the smooth and efficient functioning of HR operations.

## KEY ROLES & RESPONSIBILITIES

- Handle the recruitment process, including job postings, screening resumes, scheduling and conducting interviews.
- Administer the employee onboarding and offboarding processes, ensuring all documentation is completed and filed appropriately.
- Maintain employee records up to date.
- Handle employee inquiries and provide information regarding HR policies and procedures
- Coordinate training and development activities, including scheduling and logistics.
- Facilitate the employee performance appraisal process as per the company's procedures.
- Assist in the development and implementation of HR policies and procedures.
- Monitor and ensure compliance with labor laws and regulations in coordination with the Legal team of the company.
- Organise events and other gatherings to strengthen employee relations.

## REQUIRED SKILLS, EXPERIENCE & QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or related field
- Proven experience up to 2-4 years as an HR Administrator, HR Assistant, or similar role
- Very good understanding of HR functions and best practices
- Excellent organizational and time-management skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Exceptional interpersonal and communication skills
- Ability to handle sensitive information with confidentiality and professionalism
- Strong attention to detail and accuracy

## REMUNERATION PACKAGE AND BENEFITS

- A competitive salary
- Five-day work week (Monday – Friday)
- 13th salary
- 21 days annual leave

**Sounds interesting?** Join us on this remarkable journey!

If you feel you are qualified for this position, please forward your CV to the email: [hr@andreotti.com.cy](mailto:hr@andreotti.com.cy) until 03/10/2024.

*We respect your personal data. All applications will be treated with the strictest confidentiality.*