

**JOB DESCRIPTION: HR OFFICER / HEAD****Position:** HR Officer / Head**Location:** Limassol**Company:** AGPLAW – Leading Law Firm and Consultancy**Team Size:** 35-40 professionals (Lawyers, Consultants, and Administrative Staff)**Employment Type:** Full-time**About Us:**

AGPLAW is a prominent law firm and consultancy with private offices in Limassol, Cyprus, and branch offices in London and Dubai, serving a diverse range of high-profile clients across various practice areas. With over 19 years of full practice, we are known for our dedication to excellence, client-centered solutions, and a collaborative, professional environment.

**Role Summary:**

We are seeking a highly skilled HR Officer / Head to lead and manage the firm's HR functions, fostering a culture of high performance, collaboration, and continuous development. The candidate will join a firm with over a decade of established HR operations, ensuring operational systems and practices are already well in place. The ideal candidate will be responsible for enhancing and implementing HR strategies, overseeing employee lifecycle management, boosting employee satisfaction, ensuring compliance with employment laws, supporting the professional growth and development of our team, and ensure support and guidance of our members with out internal operational system (zygos). Ideally, the candidate should have experience working in a larger organization, either as a Junior or Assistant HR or as a Deputy HR Manager, who is looking for an opportunity to establish his or her self further.

**Key Responsibilities:****HR Strategy & Policy Development:**

- Develop and implement HR strategies, policies, and practices aligned with the firm's objectives.
- Regularly review and update HR policies in accordance with legal changes and best practices.

**Recruitment & Onboarding:**

- Manage end-to-end recruitment processes, including job descriptions, interviews, and onboarding.
- Collaborate with department heads to attract, develop, and retain top talent.

**Employee Relations & Engagement:**

- Promote a positive work environment, addressing employee concerns and facilitating resolution.
- Organize and lead engagement initiatives to boost employee morale and collaboration.

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A.G.Paphitis & Co. is a Lawyers  
Limited Company incorporated  
in the Republic of Cyprus  
offering legal, corporate and  
fiduciary services, authorised  
and regulated by the Cyprus Bar  
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its related AGP trademarks.

#### Performance Management:

- Design, implement, and manage performance evaluation and feedback systems.
- Work with management to create individual development plans and career paths.

#### Training & Development:

- Identify training needs and organize professional development programs.
- Support continuous learning initiatives and ensure compliance with mandatory training.

#### Compliance & HR Administration:

- Ensure compliance with labor laws and internal regulations.
- Maintain and update employee records, handle payroll coordination, leave management, and other HR administration tasks.

#### Compensation & Benefits:

- Collaborate with management to develop competitive compensation and benefits packages.
- Monitor employee satisfaction and market trends to ensure the firm's offerings are competitive.

#### HR Metrics & Reporting:

- Track and report on key HR metrics, providing insights and recommendations to senior management.
- Implement processes to improve productivity, reduce turnover, and drive employee engagement.

#### **Key Requirements:**

##### Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field. HR certifications to be provided.

##### Experience:

- Minimum 5 years of experience in HR management, preferably within professional services, legal, or consulting environments.
- Experience working in a larger organization as a Junior or Assistant HR or as a Deputy HR Manager is highly desirable.
- Manage and promote bonus schemes of the firm.

##### Skills & Competencies:

- Strong knowledge of employment laws and HR best practices.



- Proven experience in recruitment, performance management, and employee relations.
- Exceptional interpersonal and communication skills.
- Ability to promote strong relationships and collaborate across diverse teams.
- Strategic thinking with a hands-on approach to problem-solving.
- Proficiency with HR software and tools.

### **Why join us?**

At AGPLAW, we are committed to excellence, innovation, and teamwork. Our firm offers a dynamic and collaborative environment where you can thrive and make a meaningful impact on both the firm and our clients. We value the contributions of our HR leaders and support their growth and development.

### **To apply:**

Please submit your CV and a cover letter detailing your qualifications and interest in the role