



Join the McDonald's Family!

We're more than a team – we're a family of over 1,700 individuals across Cyprus!

Each of us is unique, but we're all united by the same values: **Serve, Inclusion, Integrity, Community, and above all, Family.**

At McDonald's Cyprus, we believe in our people. That's why we invest in continuous development, offer real opportunities for growth, and create a positive work environment where everyone can thrive - while gaining valuable global experience as part of one of the world's most iconic brands.

Job Title: HR Coordinator

Location: Larnaca

Role Overview:

We're seeking a passionate and dedicated HR Coordinator to become part of our unique team and play a key role in shaping the McDonald's Cyprus employee experience. This role is not just about handling processes — it's about people, purpose, and making a meaningful impact.

Key Responsibilities:

- Participate in exciting HR projects focused on enhancing employee wellbeing, strengthening engagement, elevating employer branding and culture, driving digital transformation, and fostering continuous improvement
- Coordinate the entire employee lifecycle – from recruitment and onboarding to development, performance management, and offboarding
- Maintain accurate employee records and HR systems, ensuring compliance with legal and company standards
- Prepare HR reports and analytics to support data-driven decision-making
- Manage work and residence permit processes for third-country nationals, in collaboration with external agents
- Oversee the coordination and smooth running of company-provided accommodation, ensuring a positive living experience for employees
- Support the planning and execution of employee engagement activities, corporate events, and key HR initiatives
- Ensure compliance with labor legislation, HR best practices, and internal company policies

What You'll Bring:

We're looking for someone who brings more than just skills — we want passion, personality, and purpose. Here's what will make you shine in this role:

- A university degree in Human Resources or a related field
- 1–3 years of experience in a similar HR position
- Fluent in both Greek and English — written and spoken
- A positive, collaborative attitude and genuine enthusiasm for working with people
- Comfortable working with Microsoft Office, HR systems, and handling data and reporting
- A growth mindset and a strong sense of integrity, professionalism, and discretion

What We Offer:

When you join McDonald's, you're not just joining a company — you're becoming part of a globally iconic brand that touches millions of lives every day.

This is your chance to gain real-world HR experience in a fast-paced, people-first environment — with the support and prestige of one of the world's most recognized brands.

- Competitive salary package, including 13th salary
- Free meal during working hours
- Ongoing professional development and training opportunities
- Active involvement in HR projects that shape company culture and employee experience
- A unique opportunity to build your career within a global organization that values people as its greatest asset
- Group healthcare plan
- Provident fund
- Access to our Scholarship Program for undergraduate & postgraduate studies in partnership with local universities

Apply Now:

Send your CV to hr@mcdonalds.com.cy with the subject line: **HR Coordinator**. Application deadline: September 30, 2025

Be part of something bigger. Grow with us.
Join the McDonald's family today!