



## **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:** Personnel & Payroll Administrator

**Location:** Larnaca

### **Role Overview:**

We're seeking a skilled Personnel & Payroll Administrator to play a key role in the accurate and timely execution of payroll, while supporting a wide range of personnel processes.

### **Key Responsibilities:**

- Ensure the end-to-end execution of payroll, maintaining accuracy and compliance at all times
- Maintain and update employee records and HR systems, including contracts, promotions, transfers, and salary adjustments
- Process and reconcile leaves, absences, and benefits to ensure correct payslips
- Oversee monthly payroll checks such as increases, contract changes, and adjustments
- Administer Provident Fund contributions including membership updates, monthly reconciliations, and exit handling through relevant platforms
- Complete mandatory registrations and declarations with authorities (e.g. ERGANI) on a timely basis
- Manage annual payroll updates in line with legal requirements (e.g. TD59, tax deductions)
- Provide payroll reporting and analysis to support business and HR decision-making
- Monitor and resolve payroll and benefits queries from employees with professionalism and discretion
- Collaborate with HR and Finance teams to ensure data accuracy, compliance, and process improvement

### **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:

- University degree in Accounting, Human Resources, Business Administration, or a related field
- 5 years of proven experience in payroll
- Proficiency in payroll and HRIS systems

- Excellent command of Greek and English (written & spoken)
- Strong numerical, analytical, and organizational skills
- High level of accuracy, confidentiality, and integrity
- A proactive, collaborative mindset with strong critical thinking skills, the ability to meet tight deadlines, and a commitment to actively contributing to the growth and improvement of departmental processes

#### **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 payroll 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
- Involvement in HR and payroll projects that make a difference
- 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](mailto:hr@mcdonalds.com.cy) with the subject line: **Personnel & Payroll Administrator**.

Application deadline: September 30, 2025

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