

Human Resource Administrator

Brainstorm Hospitality Group, operator of TGI Fridays, Hard Rock Cafe, and other local brands, is looking for an HR Administrator to join our team in our Head Office in Larnaca.

Job Summary:

In this role, the HR Administrator will report directly with the HR Manager to handle daily HR activities. We are seeking an organized, energetic, and team-oriented individual who enjoys working with people.

What makes you great fit:

- University Degree in Human Resources, Business Administration, Management or any other related field.
- Excellent knowledge of Greek and English Language (oral & written).
- Excellent use of Microsoft Office (Word, Excel, PowerPoint).
- Ability to work under pressure and meet deadlines.
- Pleasant personality with strong communication and organizational skills.
- Be able to maintain a high degree of confidentiality.
- Ability to work as a part of a team.
- Experience in the field will be considered as an advantage.

Role Responsibilities:

- Complete all mandatory registrations and declarations with relevant authorities (e.g. Ergani) in a timely manner.
- Maintain and update employee records in HR system ensuring data accuracy and confidentiality.
- Support the full employee lifecycle, including onboarding and offboarding processes.
- Assist in CVs' screening and recruiting procedures.
- Liaise with the recruitment agencies or other third parties for successful hiring procedure.
- Identifying opportunities for the HR department to participate in career fairs.
- Creation and advertisement of jobs that may arise in the company through recruitment channels.
- Conduct exit interviews on leaving employees.
- Ensure that all required employees' documentation is collected and maintained.
- Prepare reports in excel and analyze data.
- Communicate with governmental authorities when necessary.
- Perform general HR administration and ad hoc projects as requested.
- Perform other job-related duties as needed.

- Ensure that HR practices are in compliance with legislation laws and regulations.
- Assist with training procedures for employees such as liaising with the Human Resource Department Authority of Cyprus.

Why we are great place to work:

- Competitive salary package, including 13th salary
- 21 days Annual Leave
- Paid leave on your birthday
- Flexible arrival and departure times, one day afternoon off per week
- Provident Fund (optional, after the first six months of your employment)
- Gifts on International Days
- Thursdays are offered for free lunch meal & Wednesdays are offered for free coffee & snacks
- Discounts on company's restaurants
- Up to 70% scholarship for studies - European University
- Ongoing professional development and training opportunities

Interested applicants should send their CV at <https://careers.fridays.com.cy/jobs/7649217-hr-administrator?promotion=1971048-trackable-share-link-hr-administrator>.

All applications are treated with strict confidentiality.