

HR Team Leader

Nicosia, Cyprus

About our client

Our client is a reputable healthcare organization committed to delivering high-quality patient care. They are currently seeking for a passionate **HR professional** to head their human resources function. This role is ideal for an HR professional who is ready to take the next step, managing a small team while driving HR initiatives that align with business objectives. The person will report to the General Manager.

Key responsibilities

- Oversee daily HR operations, ensuring efficient service delivery and continuous process improvement
- Undertake with the team, the monthly payroll cycles, ensuring accuracy, compliance, and confidentiality of payroll data and overall, all HR processes/records
- Drive HR projects and improvements aligned with business goals and best practices Supervise, coach, and develop the HR team, ensuring effective performance and task delegation
- Oversee the full employee lifecycle, including recruitment, onboarding, learning, and offboarding, ensuring a positive employee experience
- Act as the main escalation point for complex HR matters, providing guidance to employees and management

Requirements

- Bachelor's degree in Human Resources / Business Administration / a related field.
- 4–5 years of solid holistic experience within an HR department. Experience with payroll will be a strong plus.
- Excellent interpersonal and communication skills, with the ability to coach and oversee team members.
- Strong attention to detail with an ability to handle confidential information with discretion and integrity.

- Sound understanding of Cyprus employment Law.
- Comfortable working under pressure and meeting strict deadlines.
- Proactive and quickly adapt in a fast-paced environment.
- Tech savviness, with a fluency in English and Greek (spoken and written).

What Our Client Offers

- Competitive salary including 13th salary.
- Comprehensive health insurance following successful completion of the probation period.
- Provident fund eligibility after one year of employment, with a competitive contribution by the company.
- 25 days of annual leave.
- Working hours: Monday to Friday, 8:00 AM – 5:00 PM.

All applications will be treated with the strictest confidentiality. If you are interested, please apply through our official company website.

Link: <https://onlinerecruitment.exelsyslive.com/?c=59a6e14b-836f-4431-954d-45dc7f08fdb&v=0008>

Only successful candidates will be contacted for this position