

**Position: HR Administrator/ TR0718/ HRA**

**Location: Nicosia**

**Key Responsibilities:**

- Provide administrative support for the development, implementation and communication of all HR related projects and procedures
- Coordinate communication with candidates and schedule interviews
- Provide information to employees on their benefits
- Compile and update employee records
- Coordinate the employees' induction
- Prepare new employees' offer letters, contracts and documents
- Organize sitting arrangements, PC's and IT Communication
- Assist in promotional/marketing projects of the Firm
- Help in the organization of internal and external seminars
- Assist in the implementation of all policies and procedures
- Update ACCA/ACA trainee course reports
- Maintain records for traveling and telephone expenses
- Promote workplace safety
- Monitor attendance procedures and prepare related reports
- Assist in the updating of CPD records for all qualified members of staff
- Update HR Software
- Assist in processing employees' requests for external seminars

**Qualifications:**

- Bachelor degree in HR Management, Organizational psychology, Mathematics or related degree
- Excellent communication skills and analytical thinking
- Excellent use, both oral and written, of Greek and English languages
- Experience: 1-2 years of experience in a related field would be considered as an advantage

Interested applicants should forward their CV's at [hr@treppides.com](mailto:hr@treppides.com) quoting the reference number: TR/0718/HRA.

For further information please contact:

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