

<b>Partenaire</b>	
<b>Référence</b>	Ref : JRQ\$-28127
<b>Titre</b>	HR & Administration Officer
<b>Description du poste</b>	We are looking for a dynamic, skillful and organized HR & Administration Officer to join our newly established satellite office in Nicosia, Cyprus in support of both the Human Resources and Office Management departments. You will act as the first point of contact for all HR and Office Management related queries from employees and external suppliers.

You will report in an operational and straight line to the HR Site Head in Lebanon and in an operational line to the Office Manager in Lebanon. You will be responsible for supporting the administrative functions of HR Department, be responsible for general administrative and front office tasks, and will ensure that the Office Management and HR departments support employees in every appropriate way including fully conforming with local labor laws and procedures.

#### Your responsibilities

##### Human Resources

Provide a Day-to-Day support to managers, individuals and HR team members on legal issues, work environment and fairness of treatment related issues.

Contribute/advocate on HR processes and policies, ensure adequate improvement wherever necessary to comply with country legislation and ease business evolution.

Contribute to change management for people and/or Business organization under the supervision of Senior HRBP/HR Site.

Organize and maintain personnel records electronically and physically and prepare HR documents such as employment contracts.

Liaise with external partners such as insurance vendors and ensure legal compliance.

Assist finance department with payroll matters by providing relevant employee information e.g. leave of absence, sick days, work schedules.

Participate in HR projects.

Familiarize self with labor law and local government rules and regulations in country.

Manage events and seminars.

Ensure successfully cascading of communication to employees and stakeholders.

Plan, edit and write content for a variety of internal communications mediums.

Coordinate closely with HRBP's /HR Site on various HR matters and activities.

##### Office Management

Ensure the efficient running of the office administratively

Identify vendors, verify credibility, and build relationships with them on behalf of the company

Ensure that procurement is done based on forecast consumption and inventory levels

Support logistic matters

Identify and manage maintenance and cleaning teams through external provider personnel

Perform filing and clerical duties (visitors' information, temporary access cards records, courier, etc.)

Handle workplace emergency management

<b>Type de contrat</b>	Emploi
<b>Métier</b>	Autres / Divers

	Société	Murex
<b>Description de la société</b>	Murex is a recognized global leader in software development for trading, risk management and processing. Every day banks, asset managers, corporations and utilities, across the world, rely on Murex people and Murex solutions to support their capital markets activities. Our motto "pioneering again" sums it all up: since its creation, Murex has reinvented itself time and again to adapt to capital markets revolutions - each time offering innovative software solutions to the industry.	
<b>Localisation</b>	Nicosia	
<b>Pays</b>	Chypre	
<b>Profil recherché</b>	<ul style="list-style-type: none"> <li>- Bachelor's degree in Business Administration, Human Resources or other relevant field.</li> <li>- Excellent verbal and written communication in Greek, English and reporting skills, French is a plus</li> <li>- Proven work experience in an HR, Administration Officer or other relevant role</li> <li>- Experience with HR software such as HRIS or HRMS</li> <li>- Computer literate including proficiency in the use of MS Office</li> <li>- Thorough knowledge of labor laws and country procedures</li> <li>- Excellent at problem solving and able to prioritize in a fast-paced environment</li> <li>- Ability to work independently well as part of a team and in learning and adapting</li> <li>- Proactive and efficient, with strong organizational skills</li> <li>- Highly organized and disciplined approach to administration and record keeping</li> <li>- Close attention to detail</li> <li>- Conscientious, High level of integrity and confidentiality.</li> <li>- Capable of working under stress in emergency cases and to strict deadlines</li> <li>- Be personable, a people person with a smile</li> </ul>	
<b>Expérience</b>	Expérimenté (3-10 ans)	
<b>Secteur</b>	Ressources Humaines	
<b>Langues</b>	Anglais	