

The Company

With over 35 years of experience in the financial industry, we take great pride in being a certified employer of choice and promoting a Great Place to Work®. Windsor Brokers Group of Companies is one of the most established and growing groups in the financial industry, offering online CFD trading to investors from over 80 countries worldwide. We're looking for people who share our values and passion for the global financial markets, across cultures, disciplines, and experience levels. We value professionalism, integrity, and respect and encourage the practice of good business ethics. We believe that our strength is our people and that teamwork is key to success. If you are eager to join a dynamic, creative, and multicultural team, apply now!

The Job Role:

We are seeking a **Talent Acquisition Executive** to join our Human Resources team and manage the entire recruitment process. The responsibilities of this role include sourcing candidates through diverse channels, organizing interview and selection procedures, and attending career events.

The ideal candidate will possess the following qualifications/skills:

- Undergraduate or Postgraduate Degree in Human Resources Management or any other related subject.
- 2-3 years of relevant experience.
- Strong understanding of full-cycle recruiting.
- Proficiency with applicant tracking systems (ATS) and HR software.
- Strong organizational skills and detail-oriented.
- Strong analytical and problem-solving skills.
- Strong interpersonal skills to form effective working relationships with people at all levels.
- Excellent command of the English language, both verbal and written.

The successful candidate will be accountable for:

- Developing and implementing effective recruitment strategies to attract top talent across various departments.
- Utilising multiple channels such as job boards, social media, networking events, and employee referrals to source qualified candidates.
- Managing the overall hiring process by posting job adverts, reviewing application forms, managing interviews, and preparing job offers as well as employment contracts for successful candidates.
- Onboarding newly recruited staff.
- Promoting the company as an employer of choice by enhancing our employer brand and participating in career fairs and other recruitment events.
- Collaborating with hiring managers to understand their staffing needs and provide expert guidance throughout the recruitment process.
- Providing HR statistics and reports at month-end and on request.

The successful candidate will receive:

- Remuneration according to qualifications and experience
- 13th Salary
- Medical Insurance Scheme
- Provident Fund
- Company's Group Discount Scheme
- Free Parking
- Inhouse fitness room with classes
- Modern working space at a central and convenient location of Limassol close to the highway
- Friendly multinational environment
- Opportunities for professional learning and growth
- Discretionary benefits such as team building events, weekly breakfast and team outings

How to Apply:

Interested applicants should send a detailed resume with cover letter outlining their qualifications only through our website: www.windsorbrokers.com/careers

Windsor is an Equal Opportunity Employer and actively committed to promoting equality and diversity, and expects all staff to share this commitment.

We wish to thank all applicants for their interest.

Only those applicants selected for an interview will be contacted by Human Resources.