



We have one common vision at IKEA: to help our customers enjoy a better everyday life at home. We take our vision very seriously.

We all choose to work at IKEA because we share the unique company culture and values. We are passionate about our business and strive for high performance. We have fun at work and a human approach while performing.

For our Store in Nicosia, Cyprus, we are looking for an HR Generalist with specialization in Payroll:

HR Generalist (with specialization in Payroll)

The Position:

Reporting to the **Market Human Resources Manager** you are responsible and accountable to:

- Handling the full cycle of payroll process, including monthly reports
- Managing the time recording system, in order to ensure correct salary payments
- Responsible for payroll administrative duties, i.e. calculation of overtime, deductions, worked hours, absences, sick leave etc.
- Providing support and servicing the internal customers, ensuring compliance to internal policies and legal regulations
- Assuming projects that the Market HR Manager appoints and bringing them to the desired result in the agreed deadlines and quality standards

The Skills & Qualifications:

- Bachelors' Degree, in relevant field of studies (Postgraduate degree will be considered as an asset)
- Minimum 2 years' experience as a Payroll Officer position, ideally in the high volume retail sector
- Very good communication and interpersonal skills
- Very good planning, organizational and follow up skills



- Team and customer service oriented personality
- Achievement drive
- Analytical and numerical abilities
- Being Familiar with HR Administration processes (public authorities, employment legislation)
- Very Good command of the English language
- Computer literate with very good knowledge of MS Office, and proficiency in Excel

The People we seek:

Lead by example constantly looking for **new and better ways forward**

Believe in **empowering** people, taking **ownership**, making decisions and following through
Have **a hands on** and **customer service** driven approach.

Have the courage to **question existing solutions** and **think in unconventional** ways

Have a passion for life at home and retail

What we offer

- 13th Salary
- Provident Fund
- Private Medical Insurance Plan
- Annual bonus upon target achievement
- Subsidized prices in Staff Restaurant
- Discount to all Companies under Fourlis Group

In addition, if you take on this position, these are just a few things you can expect from us:

- An exciting and empowering work environment at one of the leading group of companies in Greece and the Balkans in providing quality consumer durable goods.
- A diverse group of people who value working together
- An open and inclusive culture where you can be yourself
- And as the world's leader in life at home, you will have exceptional opportunities to grow and develop together with us

If you are interested to apply for the position, please send your CV to hmcypus@ikea.com.cy by **Tuesday 30th July 2024**.

All applications will be treated with the strictest confidentiality. Kindly note that only shortlisted candidates will be contacted for this position, due to high volume of applications received.



IKEA started its operation in Greece through House Market, a member of Furlis Group of Companies, and operates in Greece 5 Stores (Athens, Thessaloniki, Larissa, and Ioannina), & 2 “New Generation” Stores in Piraeus & The Mall Athens Marousi, 1 Store in Cyprus (Nicosia) & 2 in Bulgaria (Sofia & Varna). We also operate 8 Pick-Up-Point (Rhodes, Patra, Chania, Heraklion, Alexandroupoli & Kalamata, Burgas & Plovdiv) & 1 Planning Studio in Cyprus (Limassol)