**Job Title**: HR Administrator at Mare Village Ayia Napa Hotel

**Job Summary**:  
The HR Administrator is responsible for supporting the Human Resources department in all aspects of HR operations, including recruitment, employee onboarding, benefits administration, record keeping, compliance, and maintaining employee records. This role ensures that HR processes are efficient, compliant with regulations, and supportive of the organization's goals. The HR Administrator also serves as a point of contact for employees regarding HR-related inquiries and issues.

**Key Responsibilities**:

* Welcoming staff to resort/on boarding and induction to the company polices
* Deliver employees handbooks to every employee and collect signatures for receiving the employee’s handbooks.
* Deliver employees notices and collect receipts for delivering the notices, keep in employees files.
* Point of contact to all employees for administrative issues.
* Supporting staff recruitment processes, preparing all documents for employment (follow the check list for employment documents) and informing the payroll officers.
* Responsible for paperwork created by new Cyprus labour legislation (e.g. digital programmes-digital cars).
* Responsible for TRS card punches corrections.
* Responsible for weekly programmes corrections in the TRS and furthermore in case of any changes responsible to inform payroll office
* Assist Payroll department by providing employee information on annual leaves, employee benefit and sick days.
* Organize, maintain and update regularly internal databases with digital personnel. All personal data should be accurate, ensure that the source and status of personal data is clear, carefully consider any challenges to the accuracy of information; and consider whether it is necessary to periodically update the information, ensure that personal data is always secured.
* Close cooperation with group Chief Compliance officer and DPO to obtain necessary advice on data protection.
* Supporting role in the accurate processing of payroll and benefits
* Supervising staff accommodation – check before arrivals, spot checks during season, problem solving by communicating with Hotel Management and staff.
* Responsible for termination of employment and off boarding.
* Stay informed about labour laws and regulations to ensure the hotel's compliance with employment standards.
* Assist in the preparation of reports and documentation for labour inspections.
* Serve as a point of contact for employees regarding inquiries related to employment contracts, benefits, and labour policies.

**Employee Relations**:

* Act as a point of contact for employees, answering questions and providing assistance related to HR policies, procedures, and benefits.
* Assist with resolving minor employee grievances and escalate more complex issues to the HR Manager or other senior HR staff.
* Foster a positive work environment by supporting employee engagement initiatives and promoting company culture

**Skills & Qualifications**:

* Proven experience as an HR Administrator, HR Assistant, or similar role in Human Resources.
* Strong knowledge of HR practices, employment laws, and regulations.
* Excellent organizational and administrative skills, with a keen eye for detail.
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and HR software (e.g., HRIS systems).
* Excellent written and verbal communication skills.
* Strong interpersonal skills and the ability to work well with employees at all levels of the organization.
* Discretion and integrity in handling sensitive and confidential information.
* Ability to multitask, prioritize, and manage time effectively in a fast-paced environment.
* A degree in Human Resources, Business Administration, or a related field is preferred, but not always required.

**Physical Requirements**:

* Ability to sit or stand for extended periods, particularly when managing records or using a computer.
* Ability to handle general office tasks, including filing and photocopying.

Applicants should send their CV to the following email address: [t.kontos@mareresorts.com](mailto:t.kontos@mareresorts.com), [payrollcy@atlanticahotels.com](mailto:payrollcy@atlanticahotels.com)

For any additional information, please contact: Mr Tassos Kontos 99223888