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 **Human Resources Officer**

**Delorbis Pharmaceuticals Ltd** is looking for an **HR Officer** to support HR operations, including administrative tasks, employee record-keeping, and employee relations. The role involves acting as an HR Business Partner for designated departments, managing time tracking & leave management, assisting with payroll, and ensuring compliance with company policies and labor laws.

**Key Responsibilities**

* Maintain and update employee records, contracts, and HR databases.
* Act as a key HR Business Partner for assigned departments, providing HR support and guidance.Administer the Methodos System, ensuring accuracy in time tracking and leave management.

•    Administer the Time Tracking & Leave Management System, ensuring accuracy.
•    Assist with payroll preparation by verifying attendance, overtime, and leave records.
•    Assist in recruitment, job postings, interview coordination, and onboarding.
•    Organize and coordinate employee training programs and development initiatives.
•    Ensure compliance with company policies and labor laws.

**Requirements**

* Bachelor’s degree in Human Resources, Business Administration, or a related field.
* Minimum 2 years of experience in HR, preferably in a corporate or pharmaceutical environment.
* Experience with HR systems is an advantage.
* Strong organizational, communication, interpersonal and problem-solving skills.
* Ability to handle confidential information with professionalism.
* Excellent command of both English and Greek, both spoken and written.

**Please mention the relevant code: HRO-001 for this position and send us your CV by 17nd March at:** **hr@delorbispharma.eu**

**DELORBIS PHARMACEUTICALS LTD**

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