



**CARING
FOR YOUR HEALTH
IS ALL WE DO**



Medicover is a leading international healthcare and diagnostic services company and was founded in 1995. Medicover operates a large number of ambulatory clinics, hospitals, specialty-care facilities, laboratories and blood-drawing points and the largest markets are Poland, Germany, Romania and India. In 2024, Medicover had revenue of €2,092 million and more than 47,000 employees. Medicover provides a broad spectrum of healthcare services via an extensive network of ambulatory clinics, hospitals, specialty-care facilities, laboratories and blood-drawing points through two divisions – Healthcare Services and Diagnostic Services.

Healthcare Services – offers high-quality care based on preventive and outpatient care services, specialist healthcare, fertility treatment, state-of-the-art dental and optician services as well as wellbeing solutions – including sports packages and diets. Care is offered in 184 medical clinics, 42 hospitals, 115 dental clinics, 18 fertility clinics, 39 optic salons, 14 mental health centres, 42 pharmacies, and 144 gyms. The major markets are Poland, India, Romania, and Germany.

Diagnostic Services – offers a broad spectrum of diagnostic services including a wide array of laboratory tests in all major clinical pathology areas, ranging from routine to advanced tests and from prevention to monitoring of treatments. The business is conducted through a network of 117 laboratories, 915 blood-drawing points and 32 clinics in thirteen countries. The major markets are Germany, Romania, Poland and Ukraine.

For our Medicover Genetics, Cyprus business we are seeking a dynamic and energetic **HR Manager** to lead the function & support the development of the business.

HR Manager Medicover Genetics Cyprus

We are seeking an experienced and dynamic HR Manager to lead and oversee all human resources functions within our organization. The HR Manager will be responsible for managing recruitment, employee engagement, performance management, benefits administration, compliance, and fostering a positive workplace culture. This role requires strong leadership skills, strategic thinking, and the ability to align HR initiatives with business goals.



Additionally, the HR Manager will play a key role in transforming company culture to enhance engagement, collaboration, and overall employee satisfaction. You will report to the Managing Director of Medicover Genetics Cyprus, with a dotted line reporting to the Divisional HR Director.

Key Responsibilities:

- HR Strategy: Define, develop and implement HR strategies that support the company's mission and objectives. Work closely with business leadership in the development & definition of business objectives, offering the insight of the human capital aspect
- Act as a coach & objective sounding board to the management team, support, challenge appropriately, offer advise to support them to be their best
- Lead efforts to transform and cultivate a strong company culture that fosters innovation, transparency, and collaboration
- Talent Acquisition & Recruitment: Develop and implement recruitment strategies, oversee the hiring process, and ensure a seamless onboarding experience
- Employee Engagement: Serve as a primary point of contact for employee concerns, mediate workplace conflicts, and promote a positive work environment, integrating processes/tools that can support this as part of the organizational culture
- Performance Management: Implement performance appraisal systems & processes, provide guidance on employee development, and support managers in performance-related matters
- Compensation & Benefits: Oversee payroll, benefits administration, and ensure competitive compensation structures
- Training & Development: Identify training needs, develop programs to enhance employee skills, and foster professional growth
- HR Compliance & Policies: Ensure compliance with labor laws and regulations, develop and update HR policies, and maintain accurate employee records
- Organizational Development: Promote diversity, equity, and inclusion initiatives and enhance company culture
- HR Metrics & Reporting: Analyze HR data, generate reports, and provide insights to improve workforce management
- Collaborate with the divisional & Corporate HR Leadership on specific projects and initiatives
- Manage, coach & develop strong HR skills in the team

Our Offer to You:

- Medicover is an always growing, dynamic company with an exciting future
- A secure job in an international group with numerous development opportunities
- Independent work in cross-functional teams
- Strong cohesion in a friendly atmosphere
- The opportunity to grow and develop
- A competitive salary package with benefits



Your Profile:

- Master's degree in Human Resources, Business Administration, or related field
- **+7 years** of proven HR experience, with at least **5 years** in a managerial role
- Strong knowledge of labor laws, HR best practices, and industry trends
- Excellent interpersonal, leadership, and communication skills
- Proven track record with leading or working closely in a cultural transformation initiative
- Ability to handle sensitive information with confidentiality and professionalism
- Good degree of persuasiveness, engaging & interested in making a difference in a business
- Self-starter, and drive to achieve by rolling up your sleeves
- Very good command of Greek and English, both spoken and in writing

If you are interested in applying for this role, please send your CV in English to recruitment@medicover.com with subject **HR Manager Cyprus**, the latest by **April 4th, 2025**.

Please also include your salary expectations.

For more information, please visit: www.medicover.com

Medicover Genetics is an Equal Opportunities Employer. All applications are strictly confidential.