

## HR Associate

Frederick University is seeking to recruit an HR Associate for the Human Resources Department, full-time employment.

### Job Description:

The HR Associate will actively support the HR Department in all key operations, ranging from recruitment and employee relations to training and development initiatives. The role offers hands-on exposure to the full HR cycle, making it an excellent opportunity for ambitious graduates and early-career professionals who wish to build a career in Human Resources within a dynamic and professional environment.

### Main Duties:

- Support the recruitment and selection process (job postings, screening, interview coordination, and documentation).
- Assist with onboarding, induction, and integration of new employees.
- Maintain accurate and updated employee records, databases, and personnel files.
- Assist with the preparation of HR reports and support compliance with government and statutory requirements.
- Provide administrative and organizational support for training, development, and performance management processes.
- Contribute to HR projects, including employee engagement initiatives and policy updates.
- Respond to day-to-day employee queries and ensure adherence to HR policies and labor legislation.
- Collaborate with different departments to ensure smooth HR operations.
- Any other duty of relevance to the role, as requested by Senior Management.

### Qualifications and Skills:

- University degree in Human Resource Management, Business Administration, Law, or related field.
- Up to 2 years of HR related experience (internships/placements in addition to the two-year experience will be considered an advantage).
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Strong organizational and interpersonal skills with attention to detail.
- Excellent verbal and written communication skills in Greek and English.
- Ability to work in a team-oriented environment and manage sensitive information with confidentiality and professionalism.

### Why Join Us?

- Salary range: €1,400 – €1,700 gross per month (depending on level of experience)
- 13th Salary: In addition to the monthly salary, employees receive a 13th salary after one year of full-time employment.
- Provident Fund: Eligibility for participation in a provident fund after one year of full-time employment.
- 21 days of paid Annual Leave
- Exposure to the full spectrum of HR activities.
- Supportive and collaborative working environment.
- Continuous learning and development opportunities.

Interested candidates should send their CV to [vacancies@frederick.ac.cy](mailto:vacancies@frederick.ac.cy) no later than the 25<sup>th</sup> January 2026.

The subject of the email should be “HR Associate”. All applications will be treated with the strictest confidentiality. Candidates who meet the requirements will be invited for an interview.