

<b>Title</b>	HR Assistant
<b>Job Opportunity Code</b>	GR-HR001-18
<b>Department</b>	Human Resources
<b>Reporting to</b>	Department Manager
<b>Main Location</b>	Elefsina, Greece
<b>Form of Employment</b>	Full time
<b>Final Submission Date</b>	18.01.2018, 17:00 GMT+2

## Job Description and Purpose

The position was mainly established for the purpose of supporting the Human Resources Department. In general the HR Assistant assists with the administration of the day-to-day operations of the human resources functions and duties. The incumbent is required under limited supervision and direction, to perform a variety of responsible and complex technical and administrative duties relating to some or all of the following functional areas: payroll, departmental development, HRMS program, employee relations, recruitment, training and development, benefits, classification, organization, development, executive administration and employment; provides information and assistance to Company employees regarding human resources activities, processes, policies and procedures; prepares various correspondence and memoranda, coordinates activities and performs a variety of tasks requiring specialized knowledge related to area of assignment.

### Important Note

As part of your role, you will be handling sensitive information in terms of other employees' private information and thus you will be granted a higher user security clearance. Please be aware that because of these critical duties, you will be subject to system monitoring, and supervisory evaluation to ensure continuous adherence to security clearance processes and procedures. Higher security clearance users are subject to a zero tolerance policy for security violations.

## Major Responsibilities

- Recruitment, New Hire & Termination Process
  - Assembles new hire packages and ensure that related HR documentation and forms are current;
  - Ensures all required documentation is well received by new hired personnel;
  - Enters all new information to the HRMS system;
  - Informs relevant Departmental Managers and colleagues involved regarding the new hire;
  - Prepare new hires files for uploading in ERGANI;
  - Prepare termination files for uploading in the ERGANI;
  - Prepares contracts of employment for new hires;
- Employee Time Attendance
  - Provides monthly time and attendance reports and assist on monthly-end and yearly reconciliation reports;
  - Check attendance files and resolve any discrepancies occurred with supervisor;
  - Data entry of working hours;
  - Data entry of overtimes and follow up;
  - Leaves, absences and sick leave data entry;
- Compensation & Performance Management
  - Assists staff with general inquiries regarding our performance management system.
  - Submits employee data reports by assembling, preparing and analyzing data;
  - Communicates between parties any decision made regarding compensation matters;
- Benefits Administration
  - Assists with health, welfare and/or retirement plan administration including the processing of new enrollments, change reporting and claims resolution;
  - Assists in reconciliation and payment of monthly invoices for supplied services/ products;
  - Assists on searching, evaluating and introducing new benefit schemes;
- Departmental Development

- Periodically creating or updating existing Departmental procedures, manuals, handbooks etc. under guidance;
- Maintains employee information by entering and updating employment and status-change data;
- Maintains employee confidence and protects operations by keeping human resource information confidential;
- Employee Relations & Communications
  - Assists with the implementation and roll out of employee intranet site;
  - Assists on handling any employee queries and grievances;
  - Assists with the design, layout and the research of various articles;
- Training & Development
  - Assists with internal and external training and developmental initiatives;
  - Schedules staff for approved developmental training courses in house or externally;
  - Prepares presentation slides related to HR lunch and learn employee training sessions;
  - Maintains technical knowledge by attending educational workshops;
- Organizational Development
  - Ensures all documentation regarding company's organizational infrastructure is updated;
  - Creates and distribute specified organizational information according to needs;
- QHSE
  - Maintains quality service by following organization standards;
  - Undertakes administrative duties to support Manager in the delivery of a health and safety culture within the organization including the provision of statistical information;
  - Maintains records on health and safety training undertaken;
  - Provides QHSE Department any data required for their weekly/monthly/annually reports;
- Other
  - Manages employee files;
  - Opens and disseminates mail on a daily basis;
  - Tracks all orders requiring approval;
  - Performs special and ongoing projects as requested;
  - Provides general secretarial support by entering, formatting and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies;

## Position Requirements

### Education & Training

*(The extent or level of knowledge or training obtained by formal education or outside study that is necessary to achieve normal job performance and proficiency. Such knowledge is to be considered the minimum education required for performing the position responsibilities.)*

- Advance training in Human Resources or similar field of expertise, such as one would receive at a university, technical trade schools etc. or even by multiple years of on the job training;
- Other educational background related to secretarial/administration services is under consideration as well;
- Clear and effective oral and written communication skills in English language;
- Proficient knowledge of Microsoft Office required;
  - Excellent use of Excel;
- Experience of working with Payroll Systems;
- Experience of working with HRMS systems is to be considered as extra skills;
- Additional working knowledge of foreign languages, (e.g. Italian, German, French etc.) are to be considered as extra skills;
- In the event the candidate is a male, he must have completed military services;

### Experience

(The minimum experience required to perform the job. This experience can be gained in previous employment in a similar job and/or on the job with the current employer. Experience in this factor is measured in time periods e.g. 3-6 months, 3-5 years, 10-15 years etc.)

- Up to 2 years related administrative experience in a Payroll Department;
- Up to 2 years related administrative experience in a Human Resources Department
- Other working experience in administering positions is under consideration as well;

### Skills & Personal Qualities

(The minimum set of skills and personal qualities required to perform the job. Skills required are presenting the expertise or talent to do a job or task. Personal qualities describe the life skills need to be used to communicate and interact with other people, both individually and in groups. Both indicate the candidate's qualifications as they relate to the job and how they fit in the company culture.)

- Enjoy working with people;
- Patience, tactfulness, diplomacy and approachability;
- Calm in difficult situations;
- Respecting of the importance of confidentiality, as the candidate will be dealing with employee's personal details;
- Ability to quickly assimilate new information;
- Ability and willingness to learn new skills;
- Ability to perform multiple tasks and respond to emergency situations effectively;
- Flexibility in work habits and work schedule;
- Maintain good working relationships with other employees;

### Decision Making & Problem Solving

(The mental skills and mental effort required to perform the job. The complexity of decisions and ingenuity required describes the variety and routine involved with assigned tasks and responsibilities, the frequency of problems and the extent to which the work requires analytical ability and exercise of judgement.)

- Tasks are diversified and follow a wide range of standardized slightly complex procedures;
- Tasks are considered semi-routine and may be of several varieties;
- Judgement exercise within procedures and practices to determine appropriate action; (common sense)
- Analysis of data generally applied to the solution of specific problems;
- Problems may occur as a regular part of the job;
- Incumbent works on assigned objectives and may work occasionally independently on special projects;
- Candidate must possess problem solving skills and ability to troubleshoot in a logical manner;

### Supervisory & Management Responsibility

(Job responsibilities in regards to directing, controlling and coordinating the efforts of employees e.g. supervisory, training, management and advisory responsibilities. Describes the responsibilities for advising management, providing functional advice and control for coordinating activities or groups. Indicates the number of direct and indirect reports and their position(s).)

- No direct or indirect reports;

### Independence of Action

(Describes the extent and closeness of supervision required and received, as well as the availability and involvement of the immediate supervisor. Consideration should be given to standard practices, instruction and procedures, as well as built in checks and reports that provide the employees with controls and restricts independence of action.)

- Occasional supervision required. Candidate would work along on routine work and checks with supervisor only when in doubt. Production generally precedes a check on the quality of work. Established methods and procedures are clearly established and general instructions provided.

#### **Consequence of Error & Budget Responsibilities**

*(Describes the responsibility for loss to the organization due to any single error resulting from actions or decisions involving the work function. Includes financial and material responsibility, responsibility for accuracy, and the safety of other. Describes the responsibility for establishing a budget and final accountability for its control. In some cases, budget responsibility may be indirect or influential.)*

- Errors usually discovered when work is checked in succeeding operations. The effect is usually confined to a single department;

#### **Confidentiality**

*(Describes the integrity and discretion necessary to safeguard confidential data handled or obtained as a regular part of the job.)*

- Frequent contact with confidential data or information where disclosure will have a potent adverse internal and/or external effect;

#### **Contacts-Internal and External**

*(Describes the responsibility for meeting, dealing with and influencing others. Contacts may be internal and external. The nature, purpose, frequency and level of contacts should be described. The level of difficulty and importance of the contacts should be described.)*

- Contacts of importance are a regular part of the responsibilities of the position;
- Tact and judgement are required when dealing with others;
- Excellent communication skills are required, both written & oral, when dealing with others;
- Clear and effective oral and written communication skills in English language;
- Ability to react well at all communication levels is important;
- Internal Contacts – Presenting information where tact and judgement is required to obtain approval of action, cooperation or secure a decision;
- External Contacts – Regular contact when dealing with outside contacts however, procedures and standards are established and are to be followed;

#### **Standard Job Requirements**

- All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility;
- All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities;
- To recognize health and safety is a responsibility of every individual, to take reasonable care of self and others and to comply with Health, Safety and Environmental policies and procedures and compliance with all audits and inspections;
- To promote equality as part of the job and to treat everyone with fairness and dignity;
- All individuals are expected to carry out their duties and responsibilities by adhering to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all Assodivers policies, guidelines and procedures;

#### **Work Schedule**

- The HR Assistant has a schedule that flexes around the need but typically is based on a Monday-Friday 09:00 to 17:00 availability;
- It is common for the HR Assistant to work in a flexible basis to meet with needs/ deadlines;
- Periodic travelling and overseas stays may be required in the line of business duties;

## Working Conditions

### Physical Demands

*(The nature of physical effort leading to physical fatigue)*

The HR Assistant will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The candidate may be required to do some lifting of equipment, supplies and materials from time to time, weighting no more than 5kgs.

Generally the job requires 90% sitting, 2% walking and 8% standing.

### Environmental Conditions

*(The nature of adverse environmental conditions affecting the person)*

The HR Assistant may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of other employees or the Department Manager. The incumbent may find the environment to be busy, noisy and will need serious organizational and time and stress management skills to complete the required tasks. The job is performed in a generally clean and healthy environment.

### Sensory Demands

*(The nature of demands on the person's senses)*

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The areas of work may be noisy and busy making it difficult for the person to concentrate.

### Mental Demands

*(Conditions that may lead to mental or emotional fatigue)*

The HR Assistant may have to deal with a moderate stressful environment as there are times were is possible the colleagues/ department managers/ co-operators are acting under pressure and require immediate services.

	Minimal	Moderate	Extreme
Physical Effort	X		
Health Risk	X		
Sensory Required		X	
Mental Stress		X	

***This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties and responsibilities or working conditions associated with the position. All the above are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.***