

## HR Administration and Payroll Officer

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Company: Hellas Gold S.A.

Location: Καλύβες Πολυγύρου Χαλκιδικής

Category: office-and-administrative-support

Hellas Gold S.A. is a gold, silver, lead and zinc mining company headquartered in Athens, Greece. Since 2004, Hellas Gold operates the Kassandra Mines at N.E. Chalkidiki, under the strictest EU safety and environmental standards and regulations. The Kassandra Mines consist of the operating mine at Olympias the state-of-the-art Kokkinolakkas Tailings Managements Facility and the Skouries project. Evolving a mining history of 25 centuries, Hellas Gold invests in the development of sustainable mining in the region, contributing to the local economic growth and prosperity with investments of more than \$1 billion, the employment of 1,600 people, the active support to the local suppliers, and important investments to local community initiatives and projects. Since 2012, Hellas Gold operates as a subsidiary of the Canadian-based Eldorado Gold Corporation, which has over 25 years of experience in exploration, construction and operation of mines around the world.

We live our values in pursuit of our purpose: to find a better way to do things. We aim to break new ground in all that we do. We do this by creating a positive impact today, and for future generations, through our commitment to operating safely, sustainably, and profitably.

The company offers the opportunity to those who wish to express interest in the position of **HR Administration and Payroll Officer** at its premises in Skouries, Chalkidiki. The position will be reported to the HR & Payroll Supervisor of Kassandra Mines.

### Main Responsibilities:

- Assists payroll department by providing relevant employee information (e.g. leaves of

absence, sick days and work schedules).

- Manages and maintains personnel records.
- Updates internal HR & Payroll databases (e.g. record sick etc).
- Updates, collects and checks the supporting documents of candidates for recruitment.
- Prepares, distributes and explains the company's internal Policies and Procedures forms to employees.
- Manages Work Schedules.
- Assists the creation of HR & Payroll reports.
- Answer employees queries about HR & Payroll-related issues.
- Participate in HR projects.

### **Requirements:**

- Bachelor degree in Finance/Accounting, Human Resources or relevant field.
- Proven work experience as an HR and Payroll Administrator, or relevant role.
- Experience with HR software, like HRIS or HRMS will be an asset.
- Computer literacy (MS Office applications, in particular).
- Strong knowledge of labor laws.
- Excellent organizational skills, with an ability to prioritize important projects.
- Excellent communication skills in both Greek and English languages.
- Strong phone, email and in-person communication skills.

Our company offers a competitive remuneration package that includes an attractive combination of basic salary and benefits, as well as opportunities for development in a challenging work environment.

### **Inclusion and Diversity**

Hellas Gold is an equal opportunities employer. We are committed to promoting an inclusive and diverse workplace where we value and respect every colleague for who they are and provide equality of opportunity so that everyone can fulfill their potential.

**If you are looking for a global and dynamic environment, please send us your CV in English.**

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