

# HR Administrator/ Analyst



Grant Thornton Greece is a member firm of Grant Thornton International Limited (GTIL), one of the leading organizations delivering audit, tax and advisory services. Grant Thornton's Human Capital Department provides key support and expertise to a wide range of internal and client-facing teams across our firm, committed to "making a difference every day". We are currently seeking to employ an HR Administrator/ Analyst to join the team. (Ref: 18/112)

## Role

- Support HR team members in the implementation of HR policies and procedures
- Perform statistical analyses
- Create and generate Excel, PPT and Word reports
- Perform data entry to company's databases and ERP system
- Handle telephone & email communications with employees and recruitment candidates
- Maintain and update personnel documents
- Support the HR team in disseminating the company's values throughout the organization
- Perform other duties as assigned

## Requirements

- University degree preferably in Statistics, Mathematics, Psychology or HR field
- 1 year of professional experience in a related position will be an asset
- Excellent Excel skills (knowledge of advanced formulas is required)
- Excellent command of English
- Excellent attention to detail in a fast-paced environment
- Strong teamwork & collaboration skills
- Strong organizational skills
- Ability to prioritize and complete assignments accurately and in a timely manner

## Why should I apply to Grant Thornton?

Grant Thornton will provide you with a friendly, dynamic environment and help you develop the skills and competencies you need to achieve your potential. Your professional and personal success is our commitment.

## How can I apply?

Please apply online via [Career Opportunities](#) and select the vacancies that interest you. All applications will be treated as strictly confidential.