



We have one common vision at IKEA: to help our customers enjoy a better everyday life at home. We take our vision very seriously.

We all choose to work at IKEA because we share the unique company culture and values. We are passionate about our business and strive for high performance. We have fun at work and a human approach while performing.

When you work with us, you'll enjoy a diverse group of people who value working together. You will enjoy an open and inclusive culture where you can be yourself. At IKEA we always do our jobs knowing that we can achieve great things when many people work together.

For our store in **Nicosia, Cyprus**, we are looking for:

Human Resources Generalist

The Position:

Reporting to the **Store HR Manager**, you will be responsible and accountable for:

- Safeguarding the implementation of the routines and procedures of the HR function
- Managing the time recording and absences system, while maintaining all HR databases, reporting and systems, in order to ensure correct salary payments
- Assisting on the recruitment and selection process, ensuring the "best fit" for each vacancy and managing exit procedures
- Assisting on the implementation of the store's annual training plan
- Providing support and servicing the internal customers, ensuring compliance to internal policies and legal demands
- Supporting the Management Team on performance management and disciplinary cases
- Assuming projects that the Store HR Manager appoints and bringing them to the desired result in the agreed deadlines and quality standards

You have

- Minimum 2 years' experience in a HR Generalist position, ideally in the high volume retail sector
- Very good communication and interpersonal skills
- Very good planning, organizational and follow up skills
- Team and customer service oriented personality
- Achievement drive, analytical and numerical abilities
- Being Familiar with HR Administration processes (public authorities, employment legislation)
- University Degree, preferably in HR Management of relevant field (Postgraduate degree will be considered as an asset)
- Very Good command of the English language
- Good use of MS Office (especially Excel)

About you

You **lead by example**. You **dare to be different** with a meaning while being **cost conscious** and strive for **simplicity**. You are **humble** and **willing to give and take responsibility**. You have **a hands on** and **Customer service** driven approach that brings results. You have **passion for home furnishing and retailing**.

What we offer

- A challenging job in one of the most successful commercial groups in Cyprus & in the Balkans
- On the job training and a friendly working environment, where every day you can learn
- The opportunity to work in a unique and extremely fast moving, constantly changing environment

If you want to develop as an HR professional in a fast paced retail environment and are committed to achieve superb results, then get in touch with us **by 21/02/2020**, through submitting your complete resume at hmcyprus@ikea.com.cy

IKEA started its operation in Greece through House Market, a member of Furlis Group of Companies, and counts 5 stores in Greece (Athens, Thessaloniki, Larissa, and Ioannina), 1 in Cyprus (Nicosia) and 1 in Bulgaria (Sofia). IKEA – House Market also operates 7 Pick-Up-Points (1 in Rhodes, 1 in Patra, 1 in Chania, 1 in Heraklion, 1 in Komotini and 2 in Bulgaria (Varna & Burgas)).