



We are currently seeking for **HR Coordinators** to join our team in Athens.

At Euronet, we believe in technology as an enabler of change and growth. We are passionate about innovation that supports expansion through new products and new markets around the world with a human-led and tech-powered approach. We always cater for the needs of businesses and consumers as they evolve in a very dynamic and changing payments landscape.

Our business in Greece is growing! We are looking for motivated, action-oriented **HR Coordinators** with passion for a positive working environment to join our team and bring impactful HR solutions.

**Responsibilities you will be involved with:**

- Perform day-to-day operations of all the HR functions for all employees' lifecycle.
- Support the on-boarding process and offboarding processes.
- Research, gather, and analyse data to support data for HR metrics.
- Be a reliable "go to" person for information and employees' support for HR policies and processes.
- Coordinate and provide new ideas on workplace events, aiming at employees' engagement!
- Contribute to employer branding and efficient employee communication channels.
- Assist managing complex employee relations cases, supporting managers with practical advice and guidance in line with current legislation.
- Participate in Performance Management and Skills' Development plans.

**Studies and knowledge required:**

- University degree in Business Administration, Human Resources, Organizational Psychology, or another related field.
- Experience to Payroll and Benefits Administration, Labor Law, Data Analysis is a strong plus.
- Up to 3 years of experience desirable.
- MS Office (Word, Excel, PowerPoint, etc.) efficiency.
- Fluency in English and Greek, both verbal and written.

**Competencies needed for you to be successful:**

- Entrepreneurial, looking for continuous improvements.
- Customer Centric.
- An ethical team player.
- A self-driven problem solver, with a strong sense for prioritisation.
- Excellent communicator with influencing skills.
- Attentive to details and excel in execution.



**We offer:**

- Competitive compensation package.
- Private medical insurance program.
- Excellent career prospects within a dynamic and multinational organization with leading position in the market and ambitious expansion plans.

If you are passionate about how technology can fuel innovation and foster business excellence, if you want to work in a multinational, multidisciplinary environment with open opportunities for international mobility, you are welcome to contact us!

We are waiting for your CV and contact at HRGR ([hgr@euronetworldwide.com](mailto:hgr@euronetworldwide.com)) mentioning the position **HR Coordinator** on subject line. We will contact all qualified candidates. Looking forward to receiving your message and meet you in person!

**About Euronet**

Starting in Central Europe in 1994 and growing to a global real-time digital and cash payments network with millions of touchpoints today, Euronet now moves money in all the ways consumers and businesses depend upon. This includes money transfers, credit/debit processing, ATMs, point-of-sale services, branded payments, currency exchange and more. With products and services in more than 200 countries and territories provided through its own brand and branded business segments, Euronet and its financial technologies and networks make participation in the global economy easier, faster and more secure for everyone.

A leading global financial technology solutions and payments provider, Euronet has developed an extensive global payment network that includes 52,652 installed ATMs, approximately 656,000 EFT POS terminals and a growing portfolio of outsourced debit and credit card services which are under management in 66 countries; card software solutions; a prepaid processing network of approximately 821,000 POS terminals at approximately 352,000 retailer locations in 62 countries; and a global money transfer network of approximately 580,000 locations serving 198 countries and territories. Euronet serves clients from its corporate headquarters in Leawood, Kansas, USA, and 67 worldwide offices. For more information, please visit the company's website at [www.euronetworldwide.com](http://www.euronetworldwide.com).