



## HR Manager

**Location:** Telmaco HQ – Halandri (Athens)

**Department:** Human Resources

**Reports to:** Management

### Company Overview

Telmaco is a leading systems integrator specialising in professional audiovisual and integrated technology solutions. As part of its continued growth, Telmaco is strengthening its Human Resources function to support talent acquisition, people development, and organisational maturity.

### The Role

Telmaco is seeking an HR Manager to manage and further develop the company's HR activities. This is a hands-on role combining day-to-day HR management with the design and implementation of structured HR processes aligned with Telmaco's growth strategy.

The HR Manager will work closely with management and department heads and will play a key role in building sustainable people processes, strengthening company culture, and supporting long-term talent development.

### Key Responsibilities

- Manage the full employee lifecycle, including recruitment, onboarding, performance management, development, and retention
- Lead recruitment activities in collaboration with management and department heads, using modern sourcing channels
- Review, update, and maintain clear job descriptions, role definitions, and organisational structures
- Develop and improve performance evaluation and appraisal processes
- Organise and coordinate employee training and development initiatives
- Support the development of structured career progression and employee development frameworks
- Support the definition and communication of structured compensation, benefits, and bonus frameworks aligned with roles, responsibilities, and experience
- Develop partnerships with universities and academic institutions, including internship programmes and early-career talent pipelines
- Support initiatives that strengthen company culture and employee engagement, including internal events, workshops, and onboarding activities



- Ensure structured onboarding and role-specific internal training for new employees
- Support the development or improvement of internal HR systems (e.g. leave requests, internal communication, record keeping)
- Ensure compliance with labour legislation, employment contracts, and HR governance requirements
- Coordinate with external partners (HR consultants, payroll providers, legal advisors)

## **Skills & Qualifications**

- Degree in Human Resources, Business Administration, Psychology, or a related field
- Master's degree in HR or a related discipline is considered an asset
- Proven experience in an HR role, preferably in a technical, engineering, or project-driven environment
- Strong knowledge of HR processes, labour legislation, and HR best practices
- Experience in recruitment, employee relations, and organisational development
- Strong organisational, communication, and interpersonal skills
- Ability to work independently and interact effectively with management and employees
- Excellent command of the English language (written and spoken)

## **What We Offer**

- Competitive remuneration package aligned with experience and skills
- A key role in shaping Telmaco's people strategy and organisational development
- Direct collaboration with management
- A stable and professional working environment with a long-term perspective

## **Application Process**

Interested candidates are invited to submit their CV, clearly indicating the position **HR Manager**, to: [jobs@telmaco.gr](mailto:jobs@telmaco.gr)