

We are seeking an HR Analyst!

LOCATION: Athens, Greece (on-site)

AXIA Ventures Group Ltd (“AXIA”), a member of Alpha Bank Group, is a leading regional investment banking group. We provide advice to corporate clients and investment funds on a full range of strategic corporate finance assignments across industries, with the primary aim of bridging global capital with regional opportunities to achieve our clients’ objectives. We provide innovative solutions and outstanding execution, by offering a highly effective and customized approach to each and every client. For that reason, we have deployed one of the largest on the ground investment banking teams, dedicated to covering Southeastern Europe.

AXIA is actively seeking a detail-oriented and proactive **HR Analyst** to join our Human Resources team. This role plays a key part in the delivery of efficient HR operations and services, ensuring seamless administrative support to both employees and the broader HR function. The successful candidate will be responsible for a range of HR administrative tasks across the employee lifecycle, from onboarding and data entry to benefits administration and employee records management, while working in a fast-paced, highly regulated financial environment.

Role Objectives:

- Provide day-to-day HR administrative support across a range of HR processes including onboarding, offboarding, employee changes, and benefits enrollment
- Prepare and issue employment contracts, onboarding packs, reference letters, and other HR-related documentation
- Maintain and update HRIS systems (Workable) with accurate employee data
- Coordinate background checks, right-to-work documentation, and compliance paperwork in line with regulatory requirements
- Support payroll input by ensuring accurate data entry for new starters, leavers, and employee changes
- Act as the first point of contact for HR-related queries from employees, escalating complex matters to the HR Director
- Assist in the preparation of HR reports, metrics, and presentations for internal use and regulatory audits
- Support internal mobility, performance review, and training processes with relevant administrative tasks

Essential Skills & Qualifications:

- Bachelor’s degree in Human Resources, Business Administration, or a related field (or equivalent experience)
- 1–3 years of experience in an HR administrative or operations role, ideally within investment banking, financial services, or a corporate environment
- Strong understanding of HR systems and processes; prior experience with HRIS systems like Workday is a plus
- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines
- Strong communication and interpersonal skills, with a client-service mindset
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Ability to handle sensitive and confidential information with discretion
- Familiarity with regulatory requirements and data privacy standards in a financial institution is an advantage

Position Details:

- Full-time position | weekdays
- Salary dependent on qualifications and experience



Applications may be submitted online at www.axiavg.com/careers



All applications must quote ref **HRA/GR**



All applications will be treated in strict confidence

This advertisement is not a binding offer and the company reserves the right to proceed with any applicant it chooses or not to proceed at all. For more information regarding the processing of personal data and AXIA’s privacy practices, view our [Privacy Notice](#). AXIA is supervised by the Cyprus Securities and Exchange Commission (license number 086/7).

Greece – Athens (Branch)
4 Vasilissis Sofias Ave., 3rd Floor
10674, Athens
Greece

Switchboard:
T: +30 210 7414400
F: +30 210 7414449

www.axiavg.com



AXIA is an equal opportunities employer