



HR ASSISTANT

We are on a mission to open up new rich worlds at the intersection of Marketing and Commerce, to the benefit of consumers and local players.

ThinkDigital Group (TDG) has been breaking down the barriers keeping advertising hostage in Europe & the Middle East since 2006. We have successfully been doing it through our four companies: ThinkDigital, ForestView, TailWind and Project Agora.

Your Impact

In our mission to open up new rich worlds at the intersection of Marketing and Commerce, and boldly lead our people to go where no one has gone before, we are seeking to recruit an **HR Assistant** in our growing People Operations department. In this role, you will be responsible to support the HR functions and work to offer high-level service to employees across the TDG companies.

The successful candidate will be based in Athens at TDG's Headquarters.

Key Responsibilities

- Collect data for the monthly payroll.
- Prepare the necessary documentation regarding monthly schedules and annual leaves.
- Communicate with the accounting department for the payment process and track record.
- Handle all the Ergani related documentation and actions.
- Update the internal payroll system.
- Track the compensation and benefits data.
- Participate in various HR projects.

We're looking for someone who

- Holds a Bachelor degree in Business Administration.
- Has the willingness to work on payroll and benefits systems.
- Has the skill to deal sensitively with confidential material.
- Demonstrates a key eye for detail.

Who will be working with

- A team with a great working culture that embraces autonomy and initiative-taking, supporting people growth and development.
- Highly skilled Marketers who understand the need for in-depth communication strategies as a method for success.
- A fully engaged Management team that believes that working with great people is a key growth factor.

Benefits & Perks

TDG is certified as one of the great working environments in Greece by the esteemed [Great Place to Work®](#) organization for 2022. We are on a mission to boldly lead our people to where no one has gone before. Our people enjoy benefits that make them able to develop their careers and professional skills. We challenge ourselves to work with the best and most talented professionals and we want to offer a great place to work and thrive. We are offering:

- A competitive salary based on experience and skills.
- Training and professional development plan & budget.
- Access to TDG's Library for professional development.
- A modern workplace environment, and the excitement of working closely with a successful, highly motivated, dynamic and talented team.
- Heart Long Weekends! A paid time-off throughout the year to enjoy life outside of work.
- Fresh fruit and the best selection of tea every day.

Additional Information

- Type: Full-time
- Reports to: Senior People Operations Manager
- Location: Athens, Greece

TDG offers a hybrid working model. Team members all over the EMEA region currently can meet in person. TDG continues to grow our team by conducting a remote-first onboarding process.

You can apply for this job at the link [here](#).



TDG is certified as one of the great working environments in Greece for 2021. Read more [here](#).