



SOFTONE is one of the **largest technology ecosystems in Greece and SE Europe**, that includes seven leading brands (SoftOne, PROSVASIS, IMPACT, cosmoONE, Global Sustain, Twinsoft and Sunsoft), currently employing more than **750 technology and business professionals**. **SOFTONE** focus on the development of business and accounting software solutions, innovative cloud services, enterprise mobility applications and e-invoicing and procurement solutions, having earned numerous awards and distinctions for their innovation and contribution in supporting companies' digital transformation.

SOFTONE solutions are used by more than 75,000 enterprises in **Greece and several international markets (Cyprus, Romania, Bulgaria)**, and are supported through a wide (+600) Channel Partners Network.

We are seeking for an enthusiastic student or recent graduate looking to gain experience in Human Resources. As part of the People team, you will be involved in various administrative and operational HR tasks, with a focus on employee benefits and payroll systems.

SOFTONE is looking for a **Total Rewards & HR Systems Intern** to join our high caliber team.

**Key Responsibilities:**

- Administer employee benefits programs, including health insurance, pension plans, mobile phones, company cars, etc.
- Manage HR systems related to employee benefits
- Communicate benefits information to employees
- Collaborate with relevant stakeholders to ensure accurate benefits processing
- Manage and declare employee leave in the payroll system
- Assist with hirings, resignations, and internships
- Declare work hours (daily, weekly, monthly), remote work, and overtime
- Prepare employee certificates


**Requirements:**


- Bachelor/Master in Human Resources, Finance, Analytics, Business Administration)
- Strong organizational and communication skills
- Familiarity with HR systems or a willingness to learn


- Ability to work both independently and as part of a team


### **Your Benefits:**

We are growing our team with the vision of having top performers who contribute directly to the growth of the company. As a result, we offer:


 Hybrid working model


 Opportunity to work alongside people who are always eager to mentor

 Transportation with company's bus from central metro stations

 Cycling with company's provided bicycles

 Funded training & development opportunities

 Catering food services

 Psychological and Nutrition Support services