



🏠 [EFA Group](#) / [HR Programs Coordinator](#)

## HR Programs Coordinator

Neo Psychiko, Attiki, Greece | HR

**EFA GROUP** comprises companies in Aerospace, Security, Defense, and Industrial Cooperation with a solid international presence. EFA GROUP currently employs more than 280 employees, most of whom are engineers and scientists. The GROUP has established offices across 6 international regions: Greece, Cyprus, Switzerland, USA, UAE, and Singapore to serve its customers in 34 countries worldwide. **EFA GROUP** is an ecosystem of 13 companies, split in 4 thematic clusters: Unmanned & Autonomous Systems, Mission Systems Simulation and Training, Integrated Solutions, and Sensors & Targeting.

We are looking for a HR Programs Coordinator who will support the **coordination, execution, and operational planning** of learning, cultural, and CSR initiatives within the HR function. The role is primarily **organizational and execution-focused**, with hands-on involvement in delivery and support of forward planning. The position works closely with the responsible HR stakeholders in **L&D, Cultural, and CSR Programs**.

### Key Responsibilities:

- Coordinate end-to-end planning and delivery of learning programs, workshops, internal events, and cultural & CSR initiatives, including **on-site coordination**.
- Support operational logistics (schedules, timelines, vendors, venues, and participant communication).
- Coordinate with internal stakeholders (HR, Marketing, Accounting departments) and external partners (tutors, facilitators, suppliers).
- Maintain accurate records and documentation.

### We are looking for someone who:

- Is highly organized and eager to coordinate multiple parallel activities.
- Enjoys coordination, structure, and attention to detail.
- Has an interest in learning, culture, art and social initiatives.

### Skills & Experience

- Bachelor degree in Business Administration, Social Sciences or related field.
- 1-3 years experience in social, non-profit or cultural organizations is considered a plus.
- Solid working knowledge of MS Office and basic project management tools (e.g. Asana, Trello).
- Strong written and verbal communication skills.
- Fluency in Greek and good command of English.

[Apply for this job](#)

Powered by [Worklife Recruit \(ex SmartCV\)](#)