Position Overview

The HR Coordinator plays a vital role in ensuring the accurate and timely processing of all employee data, while also supporting and optimizing HR and payroll systems. This position requires strong attention to detail, excellent organisational skills, and the ability to manage confidential information. The HR Coordinator serves as a key liaison between the payroll, HR, IT departments and employees, helping to streamline processes and improve system functionality and user experience.

Key Responsibilities

- Maintain and update payroll and HRIS (Human Resources Information System) data, including new hires, terminations, and changes to employee records, ensuring cross-system data consistency.
- Prepare payroll for processing for all employees on a regular schedule, ensuring accuracy and compliance with local regulations.
- Resolve payroll discrepancies and respond to employee inquiries regarding pay, deductions, and benefits.
- Oversee right-to-work and visa administration and tracking including processing payments and employee correspondence.
- Coordinate annual leave and purchased leave processes, ensuring accurate calculation of carried-over balances and alignment with company policy and statutory requirements.
- Train staff on payroll and HRIS processes and provide ongoing support as needed.Coordinate with HR and IT to implement system upgrades, troubleshooting issues, and improve system functionality.
- Support audits and compliance activities by providing necessary documentation and reports.
- Develop and maintain standard and ad-hoc HR and payroll reports, dashboards, and metrics to support decision-making.
- Document processes and system procedures, ensuring clear guidance for end users. Maintain user guides, training materials, and FAQs for HRIS and payroll processes.
- Coordinate document preparation for employee reference letters and cyclical HR activity, such as annual salary reviews, bonus processes and contract updates, ensuring data accuracy and timely distribution.
- Stay current with payroll laws, regulations, and best practices to ensure ongoing compliance
- Administer the HR inbox and ensure appropriate delegation to HR Business Partners and escalation of matters requiring attention.

- In rotation with the HR Business Partners, run the weekly onboarding HR Induction to welcome new starters into the business.
- Carry out any other reasonable administrative duties to support the HR team, ensuring smooth and efficient HR operations.

Qualifications

- CIPD level 3, with higher levels an advantage.
- Demonstrated experience in HRIS administration and payroll preparation.
- Strong understanding of payroll regulations and compliance requirements.
- Proficiency with payroll and HRIS software; experience with Bamboo HR is a plus.
- Excellent analytical, problem-solving, and organisational skills.
- Ability to handle sensitive and confidential information with discretion.
- Strong communication skills, both written and verbal.
- Advanced Excel skills are essential, along with knowledge of Microsoft Office Suite.
- Ability to work independently and collaboratively within a team environment.