HR OFFICER

Overview:

Our client is looking for an experienced HR Officer to join a busy HR function, with a strong focus on payroll administration and employee relations. This role combines payroll support, employee queries, performance management, disciplinary processes, onboarding and broader HR administration. It's well suited to someone who is organised, process-driven and comfortable handling sensitive HR matters with discretion and confidence.

Responsibilities:

- Manage payroll inputs and supporting employee documentation.
- Resolve leave, remuneration and payroll queries.
- Support PIPs and performance-management processes.
- Advise managers on disciplinary matters.
- Draft warnings and charge sheets.
- Coordinate and support disciplinary hearings.
- Conduct investigations and maintain accurate HR records.
- Facilitate onboarding and inductions.
- Support wider HR projects and employee-engagement initiatives.
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Requirements:

- Senior HR Officer or HR Generalist experience.
- Strong payroll-processing knowledge.
- PaySpace experience advantageous.
- Strong labour law and employee-relations knowledge.
- Experience with PIPs, warnings and disciplinary hearings.
- Strong attention to detail and administration skills.
- Valid driver's licence and own vehicle.
- Comfortable working to tight month-end deadlines.
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