Sample - HR Officer Job Description

Job Title: Human Resources (HR) Officer
Department: Human Resources
Location: Melbourne, Sydney
Reports To: HR Manager / HR Director
Employment Type: [Full-Time / Part-Time / Contract]

Job Summary:

We are seeking a dynamic and detail-oriented **HR Officer** to support our Human Resources department. The HR Officer will be responsible for managing various HR functions, including recruitment, onboarding, employee relations, policy implementation, training and development, and compliance with labor laws. The ideal candidate will be people-focused, organized, and capable of handling sensitive matters with discretion.

Key Responsibilities:

- Assist in the recruitment and selection process, including job postings, screening candidates, conducting interviews, and issuing employment contracts.
- Coordinate the onboarding and offboarding process for employees, ensuring a smooth transition.
- Maintain employee records and HR databases with confidentiality and accuracy.
- Support the development and implementation of HR initiatives, policies, and procedures.
- Serve as a point of contact for employee queries regarding HR policies and procedures.
- Assist in managing employee performance evaluations and development programs.
- Monitor and report on workforce analytics such as attendance, turnover, and employee satisfaction.
- Ensure compliance with local labor laws and company policies.
- Participate in employee engagement and wellness initiatives.
- Collaborate with payroll, benefits, and finance teams to ensure accurate HR operations.

- Handle disciplinary and grievance issues in accordance with company policy.

Qualifications:

- Bachelor's degree in Human Resources Management, Business Administration, or a related field.
- 2+ years of experience in a generalist HR role preferred.
- Solid knowledge of labor legislation and HR best practices.
- Proficient in MS Office and HRIS systems (e.g., BambooHR, Workday, SAP).
- Strong interpersonal and communication skills.
- High level of confidentiality, integrity, and professionalism.
- Excellent organizational and problem-solving abilities.

Preferred Qualifications:

- Certification in Human Resources (e.g., SHRM-CP, PHR) is an advantage.
- Experience working in [industry-specific, e.g., manufacturing, tech, healthcare] sector.

Working Conditions:

- Office-based role with occasional travel for recruitment events or training.
- Flexible work hours may be required during peak HR activities or company events.