

HR Manager Australia

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Company: BeInCrypto

Location: Australia

Category: other-general

What You'll Be Doing:

Be accountable for all HR operations, including payroll, superannuation, HR-related vendor management, and on-off boarding

Oversee the performance review process, including setting performance goals, providing training and support to managers, and developing performance improvement plans when necessary

Collaborate with key parties and legal counsel to review, update, and create legally compliant employment documents, including employment contracts, consulting service agreements, and other employment-related templates.

Ensure accurate HR records and data integrity in HR systems through regular reviews and audits of employee information and HR processes.

Support the development and implementation of HR policies and procedures in compliance with local employment law.

Partner with management to ensure strategic HR goals are aligned with business initiatives.

Assist with local talent sourcing and recruitment.

Participate in special projects on a local and global basis as required.

What We Look For In You:

Bachelor's Degree with previous HR Operations experience working in a fast-paced environment

Strong customer focus in the delivery of internal services

Ability to work independently to manage and prioritize multiple work streams

Strong aptitude for problem-solving and creative thinking

Ability to handle confidential information, professionally and appropriately

Nice to Haves:

Experience with human resources information system (HRIS)

Interest in crypto and web3

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