

GROW FASTER GROW SMARTER



HR Job Description

Pangea is a fast-growing company with offices across Europe, the US and Asia. Our business model is to partner with tech companies to accelerate their global expansion. The team have extensive experience drawn from some of the world's best technology companies, along with a history of successfully growing businesses internationally and are currently working with some of the most impressive companies in enterprise technology.

We are currently looking for an experienced Human Resource (HR) professional to join our fast growing team, supporting the HR function throughout our global operations.

Duties & Responsibilities:

- Provides leadership and expertise internally & to clients on HR, Payroll, Benefit and Compliance matters.
- Involvement in the administration of the human resource function including, but not limited to, compensation, benefits & leave; disciplinary matters; disputes & investigations; performance & talent management; recognition & morale; occupational health & safety; and training and development.
- Support with employee life cycle – onboarding of new hires, client transfer, visa support, benefit enrolments.
- Ensures Pangea's practices and policies are compliant with appropriate country regulations and consistently implemented across our various entities.
- Supports new entity/country set up, including setting up of benefit packages, mandatory insurances, employment contracts etc.
- Daily communication with finance, legal, marketing, sales and executive teams to provide accurate responses/feedback to clients and employees within a short timeframe.

Requirements:

- Strong knowledge of Human Resources including but not limited to General HR, Benefits, Administration, Risk Management, Retirement Services, Payroll, Customer and Client Support.
- Knowledge of employment/labour laws.
- Strong communication and people skills.
- Organisational & planning skills.
- Integrity & honesty.
- Passion for working with a fast-growing team/company.
- Willingness to work flexible hours across time zones, as required for international business.

Location:

- Our office is located in Dungloe town centre.
- This role is primarily office based but can be flexible around personal commitments.
- This role may also require travel to our international offices, dependent on business requirements.

Nice to have:

Second language (e.g. French, German or Spanish).