

HR and Payroll Administration Officer (M/F) – EPC Group

As part of the development of our HR department, we are looking for our future **HR and Payroll Administration Officer**.

Are you a committed and proactive person who enjoys the diversity of HR matters and wishes to fully invest yourself in the operational management of the department? Join us!

Your missions

Reporting directly to the HR Manager, you will be in charge of the entire administrative follow-up of personnel and the preparation of payslips, and you will actively contribute to the smooth running of the department.

Your responsibilities will notably cover:

Personnel administration

- Management of employee files and updating of HR data
- Drafting and follow-up of contracts, amendments, and administrative documents
- Monitoring of medical examinations and fitness-for-work assessments
- Management of absences
- Management of health insurance and welfare scheme affiliations

Payroll and time management

- Recording and verification of time entries
- Verification of variable payroll items
- Preparation of payslips and final settlements
- Support for social security declarations and obligations

Operational HR support

- Support for the recruitment and onboarding of new employees
- Participation in the monitoring of the training plan
- Contribution to the improvement of HR tools, processes, and methods
- Participation in various HR projects according to the department's activity
- Response to daily requests from employees and managers

Required profile

- Background in human resources, payroll management, or personnel administration
- Initial experience in HR and/or payroll is appreciated
- Comfort with numbers, rigour, and a strong sense of organisation are essential
- Strong writing skills and quality of communication

- Ability to manage a variety of subjects
- Proficiency with office software and an interest in HR and payroll software
- Discretion, reliability, and a strong sense of confidentiality
- Team spirit, responsiveness, commitment, and a service-oriented mindset

Position

- Based in Nouméa
- Permanent contract (CDI)

Application

Please send your CV along with a few lines of introduction and your motivations to Marie Derrien, HR Manager: m.derrien@epc-pacific.com.