

Human Resources Assistant

- Full time (37.5 hour week)
- Mt Waverley Based
- Salary Packaging

Based at our head office at Mt Waverley, this role is responsible for the coordination of Human Resource activities, processes and undertaking project work as required.

Reporting to the Human Resources Advisor we are seeking a highly organised self-starter to be part of the HR team, who has excellent written and verbal communication skills, high level of accuracy, attention to detail, is flexible and most importantly is able to work with our management team. A genuine interest in the HR field is mandatory for success.

Duties & Responsibilities

- Assisting with the recruitment process
- Supporting HR processes (induction program)
- Preparing offers and contracts of employment
- Assist with OHS and Workcover
- HR record keeping and documentation
- Ad hoc project work
- General administrative duties

Essential

- Currently studying or qualified in HR or related field
- Recent, relevant administration experience
- Effective time management and planning skills
- Excellent written and verbal communication skills
- Ability to establish and maintain positive working relationships
- High level of attention to detail and accuracy
- Sound problem solving ability
- Ability to work autonomously within tight timeframes
- Self-motivated with a desire to progress in the HR field

Email your CV and cover letter to careers@stjohnvic.com.au. For further information please contact **Sue Ilett**, Human Resources Advisor on 03-8588 8365.