



## Human Resources - Administrator | Ivanhoe

Part time – 15 hours across three days per week

Fixed term opportunity to 31 March 2022

Work close to home in an established Real Estate company

Miles Real Estate is a well-established organisation with approximately 80 employees based in Ivanhoe. With a long-standing history in our local community, Miles Real Estate prides themselves on local knowledge, exceptional customer service and commitment to both their clients and employees.

Due to continued growth, we are looking to recruit an experienced **Human Resources Administrator** to join the team on a part time basis for 15 hours per week (to be worked across three days). This is a fixed term position to 31 March 2022.

### About the ROLE

As Human Resources Administrator, you will contribute to the delivery of effective HR activities and programs across the organisation covering all aspects of the employee lifecycle.

This role offers a lot of variety. In addition to acting as the first point of contact for internal HR enquiries, you will undertake a broad range of tasks including:

- Coordinating and monitoring completion of human resource activities
- Undertaking administration related to cyclical activities such as performance reviews
- Preparing HR documentation for employee appointments, movements and changes including producing contract variations and updating organisational charts
- HR record management and maintaining currency of HR resources
- Providing HR administrative support
- Supporting the implementation of our HR Information System

### About YOU

To be successful in this role, you will ideally have previous experience working in a HR administration position.

#### You will have:

- Knowledge of, and experience with, the interpretation and application of relevant legislation governing employment, including the Fair Work Act 2009 and modern awards
- Strong written communication skills
- Excellent attention to detail and a passion for delivering work to a high standard
- Strong organisational and time management skills including the ability to manage competing and/or changing priorities and deliver to deadlines
- Good research, analytical and problem-solving abilities
- A high level of curiosity, motivation and attention to detail
- The ability to influence to build and maintain internal and external relationships

To apply, please submit your application (including resume and covering letter) to:

**Courtney Symons, HR Advisor**

**Email:** [advice@hradviceonline.com.au](mailto:advice@hradviceonline.com.au)

Applications close: 15 September 2021

*Please note that it is anticipated that this position will commence late September/early October 2021.*

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