

Selection Criteria – Human Resource Officer

Essential:

1. Qualification in Human Resources or working towards
2. Min 1 years' experience working in Human Resources
3. General knowledge of Industrial Awards
4. Computer literacy: Intermediate-Advanced Microsoft Office skills; competent user of e-mail, internet and HR specific software
5. Highly organised and excellent time management skills
6. Highly developed communication skills
7. Ability to form strong working relationships both internally and externally
8. Ability to work autonomously and as part of a team

Desirable:

1. Previous experience in recruitment, including participation on an interview panel
2. Previous experience coordinating volunteers
3. Certified Return to Work coordinator
4. Knowledge of Payroll systems

We value diversity and welcome applicants from all walks of life, ages, backgrounds and cultures.