

Selection Criteria – Human Resources Officer

Essential:

- Qualification in Human Resources or equivalent experience
- Knowledge of Industrial Awards
- Computer literacy: Intermediate-Advanced Microsoft Office skills; competent user of e-mail, internet and HR specific software
- Highly organised and excellent time management skills
- Highly developed communication skills
- Ability to form strong working relationships both internally and externally
- Ability to work autonomously and as part of a team
- Ability to provide valuable support and guidance to our diverse team

Desirable:

- Previous experience in recruitment,
- Previous experience coordinating volunteers
- Certified Return to Work coordinator
- Knowledge of Payroll systems

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