

## Position Description – Human Resources Co-ordinator

### Reporting Lines

**Reports to:** Human Resources Manager

**Works Closely with:** Finance in regards to payroll/ all Managers and employees

**Direct Reports:** No direct reports

### Overview

The Human Resources Co-ordinator is responsible for providing administration, co-ordination and general assistance in relation to the Human Resources function as well as general office support for the Company.

### Key Areas of Responsibility

#### Personnel Files

The Human Resources Co-ordinator will be responsible for the maintenance of all personnel files for the Company, this includes:

- Scanning of all documents
- Filing of all documents, both electronic and paper, in appropriate fashion
- Regular audits of personnel files

#### Human Resources Management System

The Human Resources Co-ordinator will under the supervision of the Human Resources Manager be responsible for:

- Supporting the implementation the Human Resources Management System
- The maintenance of the Human Resources Management System including the entering and updating of:
  - Personal information
  - Training information
  - Health and Safety information
  - Performance management information

#### Recruitment Support

The Human Resources Co-ordinator will be responsible for:

- The co-ordination and placement of job advertisements
- Maintaining the new applicant database / inbox as appropriate
- Support with the short-listing of positions vacant
- Organisation and facilitation of tests or interviews
- Support in relation to reference checking

- Drafting of offer letters and other recruitment related correspondence

### **Induction**

The Human Resources Co-ordinator will organise all activities in relation to inductions into the Company, this includes:

- Coordination of the various induction sessions
- Preparing of induction packs
- Audit of inductee's to ensure that all sessions have been attended

### **Human Resources Processes and Administration**

The Human Resources Co-ordinator will assist in:

- The support of the annual and six monthly Performance Management processes
- Human Resources Policies writing support
- Supporting Human Resources Policies changes and enhancements
- Support in relation to the Health and Safety procedures
- Drafting communications in relation to staff changes
- Supporting various Human Resources projects
- Supporting the recognition of anniversaries, birthdays and staff events
- Health and Safety reporting

### **Coordination of Human Resource Communications**

The Human Resources Co-ordinator will support the Human Resources Manager in maintaining records and co-ordination of communications in relation to time and attendance reporting and support to management regarding the same.

### **Support Company Events**

The Human Resources Co-ordinator will be responsible for the organisation of staff functions and events in conjunction with the Executive Assistant and Office Administrator.

### **Office Support**

The Human Resources Co-ordinator will be responsible for:

- Updating the Company Intranet
- General support to the Human Resources Manager and if required other managers
- Be able and willing to provide support to and back-up for, critical positions like Receptionist or Office Administrator when necessary

## Selection Criteria

- Two years' experience in a Human Resources related administration role would be an advantage
- A tertiary diploma or degree in a related field is favourable
- Excellent knowledge of the Microsoft office suite
- Great attention to detail
- Excellent writing skills
- Great communicator and a people's person
- Hard working and flexible attitude.