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**Human Resources Administration**

**Part-Time**

**Integricare Group Services Burwood**



**Integricare** is a ‘for purpose’ Christian organisation established in 1882. We are committed to contributing positively to the lives of children, families and communities through our early learning centres, preschools and family support services.

We are looking for a person who thrives in a dynamic work environment, where excellence is expected and rewarded. Should you be successful, you would join an organisation that is committed to developing people and offers a flexible workplace.

**The Opportunity**  
Reporting to the HR Manager, this is a newly created role that will provide administrative support to the Human Resources team. Providing service to 200+ employees spread across many sites across Sydney, this role will involve providing support in all HR functional areas, with a strong focus in Recruitment.   
The hours of work are 16-24 hours per week (negotiable), and the days are flexible. The role is based in our Group Services Office, located in Burwood.

**Key responsibilities**

* Posting Job ads, phone screening and reference checking suitable candidates
* Coordinating the onboarding process for new employees, ensuring employees experience a smooth introduction in to their new role.
* Coordinating HR compliance checks including Employment checks, WWCC, Casual Conversion and NESA
* Filing and archiving of sensitive HR records, including Workers Comp.

**You will need to demonstrate that you have a high level of expertise or experience in:**

* Well-developed written, verbal communication and inter-personal skills with a focus on providing strong customer service
* Highly developed administrative skills - Demonstrated proficiency in word processing, data entry and Excel
* Comprehensive time management and organisational skills with the ability to establish priorities, manage workloads and identify when to reschedule and reorganise work to reflect changes in priority
* Being a self-starter, with a high level of initiative and a ‘can do’ attitude

**The essential bits:**

* A relevant qualification in Human Resources or a related discipline would be preferable, but not essential.
* Experience in the Early Childhood sector is preferred.
* Supportive of our Christian ethos
* Current Working with Children Check
* Proof of Covid vax

**As an Integricare employee you receive the benefits of an organisation that provides:**

* Free onsite parking
* Annual leave loading and Discounts on childcare
* Access to our EAP service
* Opportunities to learn and develop together within a community of over 200 employees
* Well-being programs and support systems for employees at all levels
* Career opportunities and access to paid professional development and training
* Supportive managers and leaders who are committed to building an environment of excellence.

**APPLY NOW**  
If this sounds like an opportunity too good to miss, then we would like to hear from you. Please email your Resume, with a covering letter addressing the requirements above to:  
**Gillian Cross  
gcross@integricare.org.au**

(Please note, only short-listed candidates will be contacted.)

Integricare is committed to being a Child Safe organisation and adopts the National Principles for Child Safe Organisations.

Integricare is an equal opportunity employer.