

Human Resources (HR) Coordinator

About the business and the role

Greenhill Education Group Australia Pty Ltd trading as RGIT Australia is a leading vocational education provider in Australia and one of Australia's most competitive providers. With a founding principle of delivering excellence in training, RGIT Australia is proud to offer a learning environment that pays particular attention to quality teaching, student welfare and to fostering equal educational opportunities for students of all ages.

RGIT Australia, situated in Melbourne's CBD, is looking for a highly motivated and dedicated HR Coordinator to work within the Institute's HR Department.

This is a **full-time** position.

We have an exciting opportunity for an organised and professional HR Coordinator to support the organisation through functions such as recruitment, selection, payroll and general HR administration. This position is hands-on and will allow you to be exposed to the different functions of the HR department, allowing you to contribute to the success of the organisation through the effective operation of the HR department.

Position Responsibilities

- Be the first point of contact for general HR queries.
- Develop a strong knowledge of RGIT's workplace policies, procedures, enterprise agreements and awards.
- Perform HR administration duties within set timeframes to support the daily operations of the HR team.
- Access the HRIS, talent management and information management systems to maintain workplace information and prepare reports on HR matters.
- Conduct recruitment activities from start to finish including determining new staff requests, advertising, interviewing and selecting candidates.
- Facilitate internal staff training and development.
- Aid in the execution of a wide range of specified HR processes within RGIT.
- Assist with all HR-related challenges by swiftly resolving issues and coordinating team-building activities.
- Keep up to date with the latest HR trends and best practices and ensure compliance with labor regulations.
- Analyse to identify employee engagement opportunities and recommend initiatives and programs.

To be considered for this position, applicants need to have the following:

- Bachelor level qualification in a field relating to Business Administration/HR is required.
- At least 1 year of HR Officer/Coordinator level experience is required.
- Staff management/coordination experience is preferred.
- Well-developed communication, administration and time-management skills.
- Strong attention to detail and accuracy to assist with queries, correspondence and reporting.
- Demonstrates initiative and ability to work well autonomously and with others, and carries a proactive approach to problem-solving.
- Advanced ability to multitask and prioritise multiple responsibilities.
- Experience with providing guidance, support, and counsel to employees and managers on defined employee relations issues.
- Technologically savvy – able to easily learn and understand how to use new software/programs.
- Working knowledge of multiple HR disciplines including compensation, employee relations, benefits, and performance management.

To be successful in this job you will be a highly motivating and engaging individual with outstanding presentation skills that set you apart from others. You will have a proven track record of leadership in a work environment with demonstrated highly developed oral and written communication skills.

This position offers excellent career opportunities in a friendly and supportive work environment.

RGIT Australia is an equal opportunity employer. We are dedicated to attracting, retaining, and developing our people regardless of gender identity, ethnicity, sexual orientation, disability and age. Applications are encouraged from all sectors of the community, and we strongly encourage applications from the Aboriginal and/or Torres Strait Islander communities.

If you believe you are qualified and suitable for this position, please submit your cover letter together with your resume to hr@rgit.edu.au.