

HR Admin

Chandler Macleod • Kilsyth VIC 3137



Base pay
\$70,000 - \$82,000



Work type
Full Time



Contract type
Contract

Skills

MICROSOFT OFFICE

PAYROLL

HR INFORMATION SYSTEM

HUMAN RESOURCES

RECRUITMENT

WRITTEN AND VERBAL

Full job description

Working for a well regarded organisation, our client is seeking a motivated and driven individual to join their team as a Human Resources Administrator to commence ASAP

This is a full time 6 month fixed term opportunity with standard business hours Monday- Friday based in their office in Kilsyth paying between \$70K- \$82K plus super (annual salary) depending on experience.

KEY RESPONSIBILITIES (include but not limited to)-

- HRIS data entry
- Emails
- Scanning
- Filing
- All admin duties in employee life cycle
- Emailing
- Monthly payroll
- Answer phone
- Post job ads
- Recruitment

Job details



Date posted
26 May 2021



Expired On
25 Jun 2021



Category
HR & Recruitment



Occupation
Payroll & Benefits Administration



Base pay
\$70,000 - \$82,000



Contract type
Contract



Work type
Full Time



Job mode
Standard/Business hours



Industry
**HUMAN RESOURCE
WHOLESALE &
DISTRIBUTION**



Sector
PRIVATE BUSINESS



Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

WHO WE ARE LOOKING FOR:

- Systems savvy individual with Microsoft Office suite and proficient in data entry
- High level written and verbal communication
- Strong attention to detail
- Good communication skills

If this opportunity sounds like your next move, please feel free to apply online NOW