

Administrator - HSQE & People

Ahrens Group Pty Ltd • Adelaide CBD SA

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Perks

TRAINING

Skills

TIME MANAGEMENT

HR

HUMAN RESOURCES

OPERATIONS

WRITTEN AND VERBAL

Full job description

Due to the continued success and growth at Ahrens, we are excited to be seeking an Administrator to support our HSQE and Human Resources teams. This is a permanent full-time role located at our newly renovated head office located at Kingsford, near Gawler.

This newly created role will be a fast-paced position with a variety of responsibilities across both sectors. You will be a crucial part of our day-to-day operations ensuring timely service and compliance is maintained.

The successful candidate will be responsible for the following, but not limited to;

- Provide administrative support to maintain HSQE Management Systems;
- Update information and records to ensure the correct systems and databases are maintained with information;
- Provide assistance in organising training as required;
- Coordination and administration support for all new starters across the business;

Job details

 Date posted
26 Aug 2021

 Expired On
15 Sep 2021

 Category
HR & Recruitment

 Occupation
Other

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

- Administer and coordinate HR reporting requirements;
- Conduct new starter inductions, ensuring all documentation is collated and filed;
- Update and maintain noticeboards with relevant and up to date information; and
- Coordinate work experience and work placements as required.

To be successful in this role;

- Previous experience in a fast paced admin supporting role;
- Ability to pick up new systems, processes and databases quickly;
- Exceptional attention to detail and accurate data entry skills;
- Ability to work as part of a team and independently;
- Strong written and verbal communication;
- Have an eye for detail;
- Good time management with the ability to work to deadlines.

This position requires a hands-on person with a positive attitude, flexibility and the ability to manage multiple tasks and priorities.

At Ahrens we encourage our employees to achieve high standards of personal and professional excellence and provide a strong team environment with a hands-on culture.

To apply please click [€APPLY NOW€™](#) to submit your resume outlining relevant experience.