

HUMAN RESOURCES OFFICER

WE ARE SEEKING

A highly motivated Human Resources officer to join our friendly and dedicated team in supporting our Early Childhood Services. This role involves working closely with the CEO and Early Childhood Managers and involves performance management, recruitment, rostering and general HR duties.

TERM/DAYS/HOURS

Permanent, part to full time position

Minimum of 3 days per week

Hybrid role - Work from Shepparton office, work from home & travel to services when required.

MINIMUM REQUIREMENTS

Post-secondary qualifications in human resources and or/early childhood are highly desirable
Employee WWCC, Police Check, child safety training and Mandatory Reporting certificates.
Police check can be obtained via GRPSA for successful applicant.

POSITION PAID

Non-award; Position is under NES - pay is based on experience

BENEFITS OF WORKING FOR GRPSA

- Well established and trusted professional organisation.
- Employee Assistance Program and opportunity for professional development.
- Working closely with small communities to provide high quality programs.
- Supportive management and administration team.
- Hybrid model of working including from home.
- Childcare Discount.
- Flexibility

APPLICATION DETAILS

Please submit resume including two referees, qualifications and cover letter to:

hr@grpsa.com.au

POSITION CLOSES

When position is filled

WISH TO CHAT?

Interested applicants are encouraged to contact Ronni Druitt, CEO to discuss the position
ronni@grpsa.com.au. Previous applicants need not apply.