

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 directly with the CEO, Management and Administration team. It involves recruitment, on and off boarding, rostering and general HR duties.

TERM/DAYS/HOURS

Full time, ongoing role commencing as soon as possible.

9 day fortnight negotiable. Part time roles also considered for the right candidate (minimum of 3 days per week). GRPSA is a family friendly organisation. This is a hybrid role. Work from Shepparton office, work from home and travel to services when required and with notice.

MINIMUM REQUIREMENTS

Post-secondary qualifications in human resources and/or Early Childhood are highly desirable. Employee WWCC, Valid Police Check, Mandatory Reporting and Foundation Child Safety Training are required.

A police check can be obtained via GRPSA for the 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
- Childcare discount for applicable services
- Commitment to ongoing professional development opportunities
- Supportive management and administration team
- Flexibility including hybrid model of working including from home
- Working closely with small communities

APPLICATION DETAILS

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

hr@grpsa.com.au

POSITION CLOSES

Position will close when filled.

WISH TO CHAT?

Interested applicants are encouraged to contact Ronni Druitt, CEO, to discuss the position

ronni@grpsa.com.au