



Human Resources Administrator

Yaandina is seeking a HR professional who is wanting to work for **an organisation that makes a real difference to the community and people's lives.**

The Human Resources Administrator works collaboratively with the Human Resources Manager to provide effective and efficient delivery of Human Resources services to Yaandina. The successful candidate will be responsible for delivering comprehensive HR support to the Executive Management Team with tasks such as recruitment, employee performance, training and inductions and employee relations. Specifically, your role will include:

- Ensuring the HR administration function offers high quality and consistent service whilst working to continually improve accuracy, processes and response times
- Efficiently and effectively perform all transactional HR functions such as record management, staff training, termination, personal development and wellness programs;
- Assisting HR Manager with workers compensation claims and return to work activities;
- Participating in the development and implementation of HR policies, procedures and processes;
- Any other HR related tasks assigned by the HR Manager.

Having worked as an Administrator, you are ready to apply your experience to make a difference in our organisation. You will thrive in a busy, fast-paced environment, where you work collaboratively across all levels of our organisation.

Experience/Qualifications

- Qualification in Human Resources or Business Administration at a Certification III level or equivalent industry experience, desirable
- Knowledge and understanding of Human Resources practices and/or administration functions
- Ability to manage competing demands to deadlines and relevant stakeholders
- Excellent written and verbal communication skills with the ability to present to ensure employee understanding across all levels within the business.
- Experience in creating and maintaining strong relationships with internal and external stakeholders

About Yaandina

Yaandina Community Services has been providing quality care and support services across the Pilbara for over 40 years. We are committed to providing health and support services to vulnerable communities within the Pilbara and seeks to improve the quality of life of our consumers through care, support and education. While working at Yaandina you will be provided with range of benefits including:

- Competitive Salary
- A range of Salary Packaging options
- Ongoing training and opportunities for development and career growth
- Employee discounts from a number of trusted businesses

This role is available to City of Karratha (including Wickham, Roebourne and Point Samson) residents only.

If you are passionate about HR and highly efficient, give us a chance to meet you. Please submit a copy of your current resume and cover letter that clearly demonstrates your capability to undertake all aspects of this role to recruitment@yaandina.org

