



Human Resources Graduate

Are you a self-driven, high performing graduate and keen to have exposure to the whole breadth of Human Resources? Do you have an interest in the performance of people and continuous improvement? Does the opportunity to work in an energetic, fast paced, can do environment focused on achieving growth and excellence appeal to you?

While a background in human resources or administration is advantageous, we are foremost looking for a great team player who is very capable and energized by learning and developing themselves, whilst delivering HR administrative activities.

Key Requirements:

- Exhibiting strong personal ethics and the ability to up hold the privacy and confidentiality of others;
- Having an eye for detail and demonstrating strong organisational skills;
- The ability to multitask, manage workload and meet agreed timeframes;
- Supporting the recruitment and on boarding process;
- Being self-reliant, showing initiative and ability to work autonomously;
- Demonstrating a commitment to excellence;
- Demonstrating a high level of attention to detail;
- The ability to communicate with staff across all levels of the organisation;
- Taking a proactive approach and demonstrating problem solving abilities;
- Coordinating Training session, including room bookings, catering etc;
- Being a confident operator of systems, including highly proficient in the full suite of Microsoft Office (i.e. Excel, Word, Powerpoint, Outlook); and
- Enjoy working with, and servicing the needs of a diverse client group.

Desirable:

- Previous work experience in administration on human resources.

You will be joining a small busy team of two, reporting to the General Manager, Human Resources, and working closely with the Human Resources Manager.

This is a prime opportunity for someone who wants to have genuine, measurable impact and be part of an organisation with big ambition both on the field and in the community. You will be energised by the can do, action focus of the organisation and the need to find creative solutions in the face of limited resources.

A HR qualification, degree or other would be an advantage. HR experience is not a prerequisite but some administration experience is preferable. This role is required to have flexible working hours, including some nights and weekend work. In particular you are expected to attend some Western Bulldogs home games and events.

If this is you please [click on this link](#) and attach your cover letter and resume. Applications close 9pm, Tuesday 25, April 2017.

A probationary period applies to this position. Referees are to be provided at interview. Please note that due to the high level of interest only those applicants short listed will be contacted.