

FEBRUARY 2021

HUMAN RESOURCES ADMINISTRATOR – PART-TIME

Triple P – Positive Parenting Program is one of the world's most effective parenting programs, designed to give parents the skills they need to raise confident, healthy children and teenagers and to strengthen family relationships. We are currently seeking a part time (initially 2 days) Human Resources Administrator to join our Head Office team based in Indooroopilly.

The Role

Human Resources is responsible for supporting Triple P teams globally with all HR and recruitment related functions. This role will provide HR administration support to the HR Manager and assist with efficient delivery of HR services to the business. Duties will include:

- Organise set up of new employees
- Update spreadsheets with employee changes
- Manage the exit process for employees
- Create templates and documents
- Recruitment administration
- Assist with projects and policy development

The Person

To be considered for the role, candidates must possess:

- Two years' experience in administration
- Ideally have HR experience
- Tertiary qualifications in HR or Business
- Strong organisational and problem solving
- Excellent communication skills
- Strong attention to detail

The Company and Benefits

Join our team to make a difference in families lives and work for an international, socially aware organisation, with potential to develop your career. Triple P offer:

- Flexible working and hours
- Onsite parking and great office environment
- Opportunity to contribute to the operations of a world-renowned social program

Triple P is an equal opportunity employer. All applicants and employees are treated on their merits.

To apply please contact send your CV and covering letter to recruitment@triplep.net

To apply via Indeed, please use this link:

<https://au.indeed.com/job/hr-administrator-part-time-ff01e5f4b6278b4a>

We thank you for your time, however due to the large numbers of applicants only shortlisted applicants will be contacted.