



HUMAN RESOURCE ADMINISTRATOR

OVERVIEW:

Longridge Aged Care (LAC) is a Not for Profit (NFP) Aged Care provider looking for an enthusiastic Human Resource Administrator to oversee the day to day staffing within this lovely 50 bed Aged Care facility in the beautiful South East of South Australia. You will enjoy a collaborative working culture with a provider who truly invests in the development of their staff.

THE BENEFITS:

- Collaborative working culture;
- Excellent remuneration - negotiated;
- Support from the leadership team;
- A provider with a clear vision for the future for both their residents & staff;
- Join a provider with a focus on delivering quality resident care;
- Flexible .8 position. (4 days per week)

THE ORGANISATION:

At LAC, we are proud of our Aged Care home which we believe represents who choose us; the surrounding community and the people we work with. We support our residents with continuing to live life their way.

In the growing Aged Care industry, we recognize our people are the cornerstone to our success and are integral to helping our residents feel at home. We enjoy seeing our staff grow with us.

THE ROLE:

The purpose of this position is to be the first port of call to employees and external partners for all HR related queries. As a priority, the HR administrator will handle the majority of employee documentation, including contracts, recruitment paperwork and starter packs. The role is also responsible for the Return to Work program and Policy and Procedure review and renewal.

WHATS IN IT FOR YOU:

- Enhance your current skills in HR and work closely with the leadership team to support our 50 diverse residents by recruiting appropriately skilled employees;
- Opportunity to make a difference;
- Ongoing support from your facility and department leaders and staff;
- LAC offers a range of benefits including Salary Packaging and a confidential counselling service.

THE REQUIREMENTS:

- Experience and/or skills in Human Resource Administration;
- Desired - degree, diploma or certificate qualification in Human Resource Administration e.g. Cert IV, Diploma or Bachelor Degree in Human Resource;
- Relevant experience in the Aged Care sector;
- Valid Police Clearance;
- Evidence of a valid Influenza vaccination.

APPLICATION DETAILS:

- This position is available commencing early April 2021;
- To be considered for this position, please apply through SEEK –
 - <https://www.seek.com.au/job/51490744?type=standout#searchRequestToken=d2a1860d-c82b-4653-baab-9a7d500b927c>
 - Click “Apply Now” and send your resume and cover letter addressing the key selection criteria;
- Please feel free to request a Position Description (PD) via mkoerner@longridge.org.au or phone [\(08\) 87621340](tel:0887621340) to speak to the HR Manager Mary-Ann Koerner;
- Please also visit our website and Facebook page;
- Applications close March 9th 2021.