

POSITION DESCRIPTION

ROLE:	Employee Services Administrator
ROLE PURPOSE:	The Employee Services Administrator will assist with ensuring the smooth operation of HIA's Human Resource function.
WHAT DOES THE ROLE DO:	Assist the Employee Services team by performing a range of administrative functions to contribute to the effective and efficient provision of human resources related services to HIA staff and managers nationally.
HOW IS THE ROLE DONE:	<ul style="list-style-type: none"> • Assist with a range of recruitment related functions including: • Draft advertisements and place in required online and print media • Update vacancy details on HIA's website and intranet • Assist in the short listing process as required • Schedule candidates for interview • Assist in the preparation of employment related documentation • Assist Payroll Services with data entry, checking, and payroll processing • Notify managers of probationary period review dates • Prepare and distribute induction paperwork for new employees • Coordinate the Performance Development System, including following up outstanding documentation and reviewing responses • Distribute initial forms for new starters • Distribute review forms quarterly • Review completed forms, file hard copy and electronically • Follow up outstanding documentation • Prepare employee milestone recognition letters • Provide general administrative assistance including distributing mail, filing, binding and photocopying • Prepare Employee Services meeting agendas • Send employee exit questionnaires • Other payroll and human resources related duties as required
KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Ensure administration is efficiently managed • Effective and accurate human resources advice is given to HIA management and staff
ATTRIBUTES & EXPERIENCE:	<ul style="list-style-type: none"> • A strong customer service focus is essential • Strong verbal communication skills • Willingness to learn • Excellent organisational and time management skills • Ability to maintain a high level of confidentiality
REPORTING:	This role reports to Executive Director- People & Culture