

Human Resource Assistant

Permanent Full Time Position

- **Career Building Opportunity**
- **Shape organisational performance**
 - **High Growth Industry**

Leveda is a not-for-profit organisation, employing over 250 staff who provide a range of services to individuals with a disability and complex support needs including accommodation support, in-home and recreation support and respite services.

Leveda is seeking to employ a Human Resource Assistant to work within our Human Resources department administering essential day to day HR functions. This position will report directly to the Executive Manager, Corporate Services and is an exciting opportunity for an organised and motivated person to provide human resources support in the areas of;

- Recruitment and Induction
- Employment Contracts
- Training and Development
- Payroll
- Policies and Procedures
- OHS&W and Workers Compensation

The successful applicant will be able to:

- Implement and maintain developed HR systems
- Provide high level support to the Management team
- Co-ordinate recruitment and orientation processes
- Monitoring induction procedures, performance reviews and probation periods
- Undertake administration of employment contracts
- Administer and co-ordinate training requirements
- Draft and format HR related documentation
- Administer OHS&W and Workers compensation processes
- Contribute to overall HR performance

The ideal candidate will possess:

- Excellent interpersonal, customer service and communication skills
- Organisation and time management skills
- Demonstrated ability to operate autonomously using initiative, sound reasoning, listening and decision making skills.
- A flexible approach and the ability to multitask
- Intermediate computer literacy skills in the Microsoft suite
- The ability to work unsupervised and as part of a team
- Appreciation of confidentiality & discretion

The successful candidate will have a tertiary qualification in Human Resources or a related discipline and 2 years or more experience in a similar role. Exposure to recruitment, induction, developing employment documentation and implementing policies and practices are a must.

In return you can expect to work for an "Employer of Choice" which values work life balance, and have access to salary packaging increasing your take home pay.

Confidential enquiries are welcome – please contact Craig Dahlgren on (08) 8396-5699.

Applications including at least two referees must be submitted to Lisa Turner, Leveda Inc, 2 Peaton Ave Ingle Farm SA 5098 or emailed to humanresources@leveda.org.au For a copy of the Position Description and for more information please visit www.leveda.org.au.

Applications must be received by close of business on **Friday, 6 August 2010**.