

People & Culture Administrator

- Based in St Leonards
- 12 Month full time contract
- Everyone gets one day off a month as work-life balance leave

The People and Culture team at SHAPE are looking for a superstar administrator to provide support to the HR, Recruitment and Training teams. This is not your standard HR team, we like to push boundaries, create a culture of belonging for all and have heaps of fun while we are doing it.

The Opportunity

- Support the end to end recruitment process
- Administer on-boarding for new starters
- Coordinate training for new & current employees
- Maintain and update employee files and systems
- Provide ad hoc general support across projects and reporting

About You

- 3+ years administration experience
- Great communication and organisation skills
- Appreciation of dealing with sensitive information
- Proficient in MS Office and keen to learn more programs

Find Out More

Check out www.shape.com.au/careers or contact us on careers@shape.com.au for more information